

IHRDC

International Human Resources Development Corporation

2010 SCHEDULE



Oil and Gas Management Programs

BOSTON, MA, U.S.A.

Petroleum Business Workshops

MALAYSIA, INDONESIA, QATAR, AUSTRALIA

"Dynamic and engaging!
I think everyone should take this course."

—2009 participant



Our 2010 Instructional Programs include exciting new programs and perennial favorites.

Dear Friend:

In the following pages we provide you with full details on IHRDC's [Oil and Gas Management Programs](#) and [Petroleum Business Workshops](#) for 2010. Please note that the Management Programs are offered in Boston and the Workshops are offered at a number of international locations. We encourage you to review them carefully, especially the "NEW" offerings, find the ideal program for your own personal development and then make a commitment to join other attendees from around the world in a very rewarding learning experience. Find out why so many have called these offerings "the best I have ever attended."

In reviewing the Boston schedule, you will note that we offer our time-tested "[industry foundation programs](#)" (International Petroleum Business, International Gas Business, Financial Modeling and Petroleum Project Economics, HR Processes and Change Management, and Essential Management Skills), clustered logically into Certificate Programs, as well as an exciting new program, entitled [Managing International E&P Projects: From Deepwater to Unconventional Gas](#), which covers, in a digital workshop format, a challenging way to learn how Upstream Projects are managed.

I can assure you that you will be highly impressed not only with the quality of instruction, the timely content and challenging interactive business games that are a part of all of our programs but also with the evening cultural and social events, weekend excursions, shopping opportunities and learning to move "with ease" in one of the world's great cities. Enroll early by going to www.ihrdc.com/management_programs.

I look forward to welcoming you personally to Boston or one of our other locations in 2010!

Dr. David A. T. Donohue PhD, JD
President

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Petroleum Business Workshops

MALAYSIA, INDONESIA, QATAR, AUSTRALIA

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International Petroleum Business Program*

TWO UNITS, MAY 10 – 21, 2010

This program provides managers in the worldwide petroleum industry with an overview of the key business aspects of the upstream and downstream petroleum business. It explores the important functional management issues facing managers today, including technical, financial, marketing and petroleum accounting. The instructional format is a compelling combination of formal presentations by industry experts and team participation in a challenging petroleum business workshop.

■ UNIT ONE: MAY 10 – 14

UPSTREAM SECTORS, PROJECT ECONOMICS & PETROLEUM ACCOUNTING

Overview of the energy industry; host government agreements; exploration methods; drilling and well completions; field development and production cycle; gas processing and marketing of LPGs; crude oil and natural gas pipeline systems; measuring financial performance; petroleum industry accounting and taxation; energy project economics.

■ UNIT TWO: MAY 17 – 21

DOWNSTREAM SECTORS & PETROLEUM ECONOMICS

Worldwide petroleum economics; markets for associated natural gas; refining and petrochemicals; crude oil tanker transportation; marketing of crude oil and products; products distribution.

**Please note that the content covered in this two unit program is the same as the first two units of IHRDC's four week "International Petroleum Management Certificate Program" held during September.*

HR Processes and Change Management Program

TWO UNITS, JUNE 7 – 18, 2010

This program is ideal for anyone who seeks a firm grounding in the HR challenges facing the international oil and gas industry today and the ways in which the HR can contribute to implementing strategic plans including the management of change typically required to implement these plans successfully.

■ UNIT ONE: JUNE 7 – 11

HR MANAGEMENT FOR OIL & GAS MANAGERS & SUPERVISORS

The role of HR in today's challenging petroleum industry; the new HR perspective: HR strategy, organizational design and corporate culture; using the Workforce Scorecard to achieve the organization's strategic plan; recruitment, interviewing, selection and manpower development across the organization. Individual giftedness and Whole Brain Theory, developing personnel to achieve full competency: competence models, assessment and gap elimination process; managing competency development using web-based systems; practical workshop sessions.

■ UNIT TWO: JUNE 14 – 18

CHANGE MANAGEMENT

How to plan, implement and sustain large-scale organizational changes; review the latest techniques and tools to create a change strategy, develop an integrated organizational change plan; how to coach leaders through the change and to sustain the ongoing dynamics of change; the role of the HR team in implementing effective organizational change; change management strategy and the process of developing a change plan; the importance of communications: developing a communications strategy to be sure that everyone knows and participates; change leadership: what does it require; sustaining change: how to be sure change becomes permanent: practical workshop sessions.

International Gas Business Management Certificate Program – 17th Annual

TWO UNITS, MAY 10 – 21, 2010 OR OCTOBER 11 – 22, 2010

Through a careful balance of formal lectures by leading experts and unique business game sessions, this two week program provides participants with a comprehensive exposure to the technology, economics, finance, and markets that shape and affect the international gas industry today. It also teaches the management skills needed to develop projects and increase performance within an integrated gas business environment. This program is frequently taught in-house for major energy companies and receives very high marks for its scope, challenge, realism, and "fun."

■ UNIT ONE: MAY 10 – 14 OR OCTOBER 11 – 15

UPSTREAM GAS BUSINESS

Overview of the international gas industry; host government agreements; exploration methods; drilling and well completions; energy project economics; gas field performance and reserves estimation; gas processing: technology, economics, LPG, and ethylene markets; gas pipeline systems; load balancing systems and tariffs; gas sales contracts; measuring financial performance; international gas economics.

■ UNIT TWO: MAY 17 – 21 OR OCTOBER 18 – 22

DOWNSTREAM BUSINESS

Gas market analysis and pricing; gas-fired power plants: overview of LNG business; petrochemical uses for natural gas: methanol, ammonia, and gas-to-liquid conversion gas distribution; project financing: commercial debt structuring and case study; industry regulation, deregulation and convergence; marketing natural gas in a "open access" environment; managing energy price and volume risks: futures and hedging.



Our Oil and Gas Management Programs are held in Boston's attractive Back Bay section. This friendly and attractive "walking" city boasts countless cultural and historic attractions, world-renowned academic institutions, exciting sporting venues, excellent restaurants and hotels, and a wide variety of shopping opportunities.

Managing International E&P Projects: From Deepwater to Unconventional Gas- NEW!

TWO UNITS, JUNE 7-18, 2010

This two-week program is designed for individuals who seek a comprehensive and practical understanding of the management of upstream petroleum opportunities using the "stage-gate" process. The sessions are divided equally between lectures by specialists and team participation in a challenging business simulation workshop. Sessions during the first week are devoted to stage 1 of the E&P project management process: managing and assessing exploration opportunities, host government agreements, and development technology. The second week is devoted to stages 2-5 of the stage-gate process: managing field development.

IHRDC's highly regarded, all-digital E&P project management workshop allows teams to participate in different simulated E&P settings - in this workshop we will focus on today's two significant exploration opportunities: a deepwater offshore West Africa oil prospect and a US unconventional shale gas play. The teams are asked to use the stage-gate process to manage the exploration, development, and production of these opportunities over a simulated 25 year life cycle. The financial performance of each team is measured against original expectations and the team with the best performance wins the Team Prize. This "classic" IHRDC workshop never fails to receive high praise from participants.

■ UNIT ONE: JUNE 7 – 11

MANAGING THE EXPLORATION PROCESS

Identifying oil and gas exploration opportunities: the project management process; exploration strategy and portfolio management; exploration project investment analysis: deterministic and stochastic methods; host country exploration agreements; play and prospect development: value of the analog field; reducing risk & improving the exploration decision using geophysics – the seismic exploration decision; planning the exploration and appraisal well drilling programs; value of information: making appropriate formation evaluation decisions; estimating discovered resources; HSE management; applications to deepwater oil and shale gas plays.

■ UNIT TWO: JUNE 14 – 18

MANAGING THE DEVELOPMENT PROCESS

Planning field development - subsurface field design: reservoir drive mechanisms; well type and expected performance; production and injection well locations; reserves estimation; surface facilities design: facilities required for production and injection; transportation and downstream infrastructure requirements; implementing field development: managing construction, start up and production; marketing oil and gas: managing oil and gas sales agreements and hedging opportunities; measuring financial performance and upstream petroleum industry accounting.

"The opportunities to share in the
Boston culture were simply fantastic."

–2009 participant

Essential Skills for Oil and Gas Managers and Supervisors

TWO UNITS, JUNE 21 – JULY 2, 2010

This two-week program is designed to provide mid-to-senior managers and supervisors from all sectors of the oil and gas industry with a comprehensive overview of four essential critical management skills: Leadership, Negotiation, Business Communication and Strategic Planning. The program is taught by highly regarded instructors who have had broad and practical management experience in the international oil and gas industry or as a specialist in the subject that he/she is teaching.

■ UNIT ONE: JUNE 21 – 25

LEADERSHIP SKILLS & ESSENTIAL NEGOTIATION

This week is devoted to two very important skills: Effective Leadership and Positive Negotiation. Leadership topics include: effective leadership: motivation, managerial styles, organizational climate, goal setting and action planning, and leading change methodology. Essentials of Positive Negotiation cover the integrated negotiation steps that make up the "Getting to Yes" process developed at the Harvard Negotiation Workshop. A very practical IHRDC oil and gas negotiation case study is pursued by teams of participants to demonstrate how the process is applied.

■ UNIT TWO: JUNE 28 – JULY 2

EFFECTIVE BUSINESS COMMUNICATION & STRATEGIC PLANNING

Two important skills are discussed this week: Effective Business Communication and Strategic Planning. Business communications topics include: developing communication strategies, effective business writing, persuasive presentations, running successful meetings, and one-on-one speaking. Each session is filled with practical skills building exercises. Strategic planning topics include: historical and resources approaches to strategic planning; strategy that comes from anticipation of coming trends to position the organization for growth; setting the organization's vision, mission, goals and objectives; planning and implementation of a strategic plan using the Balanced Scorecard; case studies showing strategies of international oil and gas companies, including Petrobras, Petronas, Mobil U.S.A., and others to illustrate principles and practices.

Financial Modeling and Petroleum Project Economics

TWO UNITS, SEPTEMBER 13 – 24, 2010

This two-week program allows supervisors and managers in the oil and gas industry to learn the key financial skills required to build and use practical financial models so they understand and are able to analyze investment opportunities and contribute to capital investment decisions. In the process they will gain command of fundamental accounting and financial concepts, perform financial analysis of corporate performance, identify and calculate key financial ratios, use stochastic and deterministic methods to quantify risk and understand the impact of new investments to the performance of a portfolio of assets. Significant time will be allocated to hands-on workshop applications and case studies to allow participants to internalize their model building and financial analysis skills.

■ UNIT ONE: SEPTEMBER 13 – 17

FINANCIAL MODELING FOR THE OIL & GAS INDUSTRY

Build financial models used to analyze challenging petroleum investment opportunities. Topics presented during the model building process include: international energy business environment; the business cycle; introduction to accounting terminology and accounts; introduction to financial statements; key financial ratios and measures of performance; practical use of Excel to model corporate financials; corporate planning and budgeting; managing price risk using financial derivatives. A challenging business game is a central component.

■ UNIT TWO: SEPTEMBER 20 – 24

PETROLEUM PROJECT ECONOMICS & RISK ANALYSIS

Expand modeling and analysis skills by incorporating many new analysis functions in a financial model. Practical topics include: the petroleum project management process; energy project economics and measures of performance; energy project risk and uncertainty; probability theory and quantitative analysis; decision tree analysis; Monte Carlo simulation; portfolio theory and real options; budgeting and capital asset allocation.

International Petroleum Management Certificate Program – 20th Annual

FOUR UNITS, SEPTEMBER 13 – OCTOBER 8, 2010

For over nineteen years, participants have consistently called this *“The BEST Management Program in the Petroleum Industry Today!”* The four-week program provides learning in four key areas and includes compelling lectures by a strong and diverse faculty, as well as team participation in IHRDC’s unique and challenging oil and gas “business games.” Over 1,500 managers have taken this program, including individuals who now hold very senior positions in the oil and gas industry.

■ UNIT ONE: SEPTEMBER 13 – 17

UPSTREAM SECTORS, PROJECT ECONOMICS, & PETROLEUM ACCOUNTING

Overview of the energy industry; host government agreements; exploration methods; drilling and well completions; field development and production cycle; gas processing and marketing of LPGs; crude oil and natural gas pipeline systems; measuring financial performance; petroleum industry accounting and taxation; energy project economics.

■ UNIT TWO: SEPTEMBER 20 – 24

DOWNSTREAM SECTORS & PETROLEUM ECONOMICS

Worldwide petroleum economics; markets for associated natural gas (power, ammonia/urea; methanol; LNG/pipeline export); refining and petrochemicals; crude oil tanker transportation; marketing of crude oil and products; and products distribution.

■ UNIT THREE: SEPTEMBER 27 – OCTOBER 1

PETROLEUM PROJECT DEVELOPMENT

The process of commercializing energy projects; project planning and management of energy projects; health, safety and environmental (HSE) challenges in petroleum operations; petroleum law; financing of energy projects regulation of the energy industry with emphasis on the liberalization of the international gas industry.

■ UNIT FOUR: OCTOBER 4 – 8

KEY SKILLS FOR THE PETROLEUM MANAGER

Leadership skills needed for high performance organizations; leadership case study: transforming the U.S. Marketing and Refining Division of a major oil company; Crisis Management: responding to the media; current HR practices in international oil and gas; Strategic Planning and implementation; Essential Negotiation Skills: the “Getting to Yes” process for positive results.

2010 Boston Oil and Gas Management Program Fees* (U.S. \$)

ONE UNIT: \$4,250 THREE UNITS: \$11,500

TWO UNITS: \$7,950 FOUR UNITS: \$14,750

*The above fees for Boston-based Oil and Gas Management Programs include instruction, instructional materials, receptions, continental breakfast and lunch during the session days, weekend bus trips, and miscellaneous conference expenses. Fees do not include travel, hotel expenses, or evening meals; these are the responsibility of the enrollee. Payment should be made by wire transfer, credit card, or by check in U.S. funds drawn on a U.S. bank. Fees must be paid in full prior to the first day of the program.

International Gas Business Workshop

5 DAYS

This intensive one-week business workshop introduces participants to all aspects of the integrated natural gas value chain. Through formal lectures and a challenging, team-based business game, participants learn the commercial, technical, financial, and economic aspects of the business – from upstream gas supply to midstream transportation and processing and downstream markets. Special emphasis is placed on LNG, gas-fired power plants and GTL opportunities.

IHRDC has developed two business game settings that will be offered according to regional relevancy, including one that focuses on the challenge of commercializing and managing a sizeable gas prospect in Asia over a 20-year period (“Singnam”) and one that includes exploring several offshore exploration blocks in an unexplored island in the Caribbean (“Expetra”).

LOCATION	DATE	FEE
■ BALI	JANUARY 25 – 29, 2010	US \$3,500
■ DOHA	FEBRUARY 28 – MARCH 4, 2010	US \$3,950

LNG Business Workshop

2.5 DAYS

In this 2.5 day workshop, participants learn the technical, commercial, legal and business essentials of LNG projects at each step along the LNG value chain. Through a combination of lectures and a challenging LNG business game, the session progresses from the host country agreement and gas production to liquefaction, shipping, receiving terminals and gas marketing.

The LNG business game takes place in “the Republic of Coral” an island republic off the North Coast of Australia. Participants, working in teams, are asked to develop a significant gas resource by deciding which LNG technology and train size to implement, what size ships to charter, what receiving terminal options to accept and where to sell the LNG— China, Japan and the West Coast of North America. The financial performance of these decisions are then reviewed after 20 years of simulated performance.

LOCATION	DATE	FEE
■ KUALA LUMPUR	JANUARY 18 – 20, 2010	US \$2,300
■ DOHA	MARCH 7 – 9, 2010	US \$2,650
■ PERTH	JUNE 21 – 23, 2010	US \$2,300

Attend both the **LNG Business Workshop** and the **Negotiating Successful LNG Sales and Purchase Agreements (5 Days)**. See page 09 for combined program fees.

TO REGISTER OR LEARN MORE

Go to www.ihrdc.com. Questions? Call 1-617-536-0202 or email 2010programs@ihrdc.com

Negotiating Successful LNG Sales and Purchase Agreements – NEW!

2.5 DAYS

In this 2.5 day workshop, participants learn the practical skills required to negotiate successful LNG Sales and Purchase Agreements (SPA). The learning format is designed so that attendees, working in teams, practice and internalize the highly regarded “Getting to Yes” negotiating process by actually negotiating the terms of a realistic SPA for the sale of LNG from a new facility in the Republic of Sinbad, offshore Oman. Most of the workshop is devoted to team participation in practical negotiation sessions; however there will be brief lectures and video demonstration devoted to the process of negotiation, the commercial aspects of the LNG value chain, and the major commercial terms and conditions of an SPA, including the recently released AIPN Model LNG spot sales agreement. Instructors will provide coaching in advance of negotiation sessions and feedback sessions after each session. Teams will present the results of their negotiations at the conclusion of the workshop.

LOCATION	DATE	FEE
■ KUALA LUMPUR	JANUARY 20 – 22, 2010	US \$2,300
■ DOHA	MARCH 9 – 11, 2010	US \$2,650
■ PERTH	JUNE 23 – 25, 2010	US \$2,300

Attend both the **LNG Business Workshop** and the **Negotiating Successful LNG Sales and Purchase Agreements (5 Days)**. See page 09 for combined program fees.

Human Resources and Competency Management Workshop– NEW!

5 DAYS

This interactive workshop is designed for individuals, including HR, training, and functional managers as well as key staff members, interested in the development of competent personnel through the application of modern competency development processes. During the first two days delegates will learn the fundamentals of personnel development including the relationship between the HR Scorecard, the Workforce Scorecard and how they relate to achieving an organization’s strategic objectives. The remaining three days are devoted to the application of the competency management process in the development of personnel to meet the strategic needs of the organization. This involves the practical application of the competency management process: preparing job descriptions, developing competency statements and models, understanding and conducting employee assessments, capturing learning gaps and preparing appropriate development plans to eliminate the gaps. IHRDC’s CMS Online will be used to demonstrate how this process is captured and administered within an online working system. The learning format consists of short lectures, group discussion, practical demonstrations and group assignments that enhance the learning and allow participants to apply these modern “best practices” immediately upon returning to their organizations.

LOCATION	DATE	FEE
■ DOHA	MARCH 14 – 18, 2010	US \$3,950

International Power Business Workshop

4 DAYS

This workshop provides international oil, gas and power professionals with an overview of the international power business, with special emphasis on the commercialization of combined-cycle, gas-fired power plants. The instructional format includes formal lectures and a challenging, team-oriented business game. During the business game, teams will plan the financial development and operation of a combined-cycle power plant. Participants will also be asked to prepare a business plan for the project. This popular program has been taught in many international locations and, for many years, was a core program for a major petroleum company.

LOCATION	DATE	FEE
■ KUALA LUMPUR	JUNE 28 – JULY 1, 2010	US \$3,150

“Very impressive simulation and comprehensive.”

–2009 participant

2010 Combined LNG Program Fees

Attend both the **LNG Business Workshop** and the **Negotiating Successful LNG Sales and Purchase Agreements (5 Days)** workshops and receive a discount as follows:

KUALA LUMPUR, MALAYSIA: JANUARY 18 – 22, 2010	US \$4,000
DOHA, QATAR: MARCH 7 – 11, 2010	US \$4,500
PERTH, AUSTRALIA: JUNE 21 – 25, 2010	US \$4,000

Workshop Fees Include

Fees for all of IHRDC’s Petroleum Business Workshops include instruction, instructional materials, breaks and lunch during sessions days and miscellaneous conference expenses. Fees do not include travel, hotel expenses or morning and evening meals; these are the responsibility of the enrollee. Payment should be made by wire transfer, credit card or by check in U.S. funds drawn on a U.S. Bank. Fees must be paid in full prior to the first day of the program.

GO TO WWW.IHRDC.COM TO REGISTER OR LEARN MORE

If you have questions about either our Boston or Regional Programs, please call 1-617-536-0202 or email 2010programs@ihrdc.com

IHRDC

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