

# IHRDC

International Human Resources Development Corporation



OVER  
35  
YEARS

## e-Learning Solutions

Effective, On-Demand e-Learning Resources  
for the International Oil and Gas Industry



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IHRDC's award-winning, comprehensive e-Learning system covers all areas of upstream petroleum technology. This is a corporate solution for building competencies of E&P professionals at all levels. Includes Petroleum Geology, Petroleum Geophysics, Petroleum Engineering, and Formation Evaluation.

## Petroleum Online

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A comprehensive series of modules that provides in-depth industry overviews for each sector of the oil and gas industry, including Upstream Sector, Midstream Sector, and Downstream Sector. This series is suitable for anyone associated with or interested in the international oil and gas industry.

## Business Essentials

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An interactive set of modular courses in key business areas – Finance, Communications, Human Resource Management, Project Management – designed to improve the critical business skills of individuals working in the international oil and gas industry.

## CMS Online

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CMS Online is a proprietary web-based management, assessment, and reporting solution. It is used to capture competency models, facilitate individual competency assessments, report individual and company-wide assessment results, create customized development programs, and record gap elimination progress.

## NEW!

We are now offering a planning tool designed to increase efficiency, effectiveness, and integration within your training efforts. Use our **e-Learning Planner** to design programs that include e-Learning modules from all three of the e-Learning Resources we include in this brochure. For more information on this innovative new product, please email us at [online@ihrdc.com](mailto:online@ihrdc.com).



# Welcome to IHRDC's e-Learning Solutions

Dramatic personnel changes and the availability of new technologies are driving petroleum industry training in new directions. A single approach to personnel development no longer meets the demands of today's industry. New solutions are needed that allow companies to accelerate and streamline learning so that new recruits can assume significant responsibilities early in their careers and existing personnel can be transferred to new assignments with ease. This means that new resources and delivery mechanisms are needed to meet these challenges.

On the following pages, we introduce you to IHRDC's four core web-based products and explain how they will provide you with more effective ways to solve your training needs. Three of these products are e-Learning resources and the fourth is an online solution for managing competency development.

Each of our e-Learning Solutions applies recent technology, industry know-how and business essentials to provide you with new and effective learning products.

Discover why our clients describe our learning products as:

**Very Effective** – achieve major training goals at a modest cost

**Comprehensive** – encompass the full oil and gas value chain

**High Quality** – are created with care by oil and gas experts with a dedication to excellence

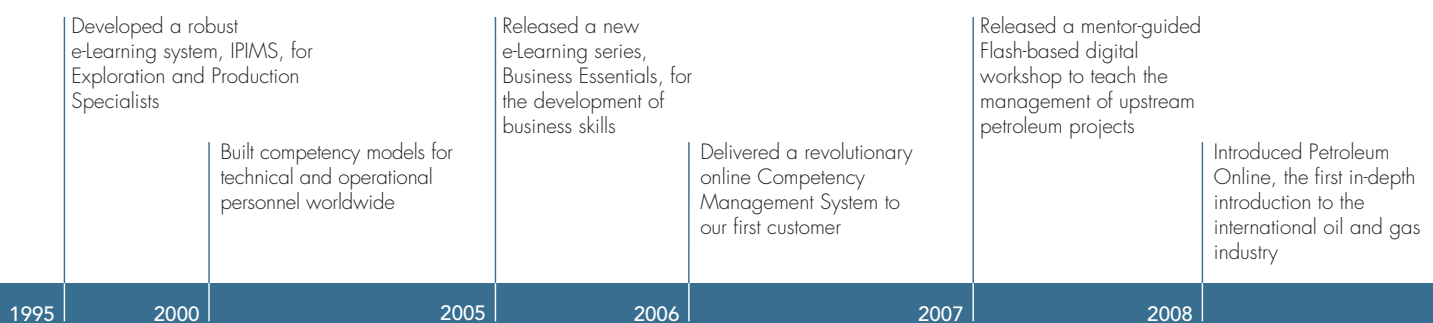
**Flexible** – satisfy the unique needs of an organization

**Engaging** – contain multimedia presentations with extensive interaction and assessments

**Supported** – are backed by a dedicated team of IHRDC professionals

## IHRDC Innovations in Training

For many years IHRDC has been at the forefront of introducing groundbreaking e-Learning solutions to the industry. Our dedication to innovations in training has led to significant new developments:



# IPIMS



*IPIMS features comprehensive text, illustrative graphics, video and integrated assessments.*



## OVERVIEW

**IPIMS** is IHRDC's comprehensive e-Learning resource devoted to upstream petroleum technology. Developed in partnership with industry experts from 10 major oil and gas companies, its content is rigorous and extensive. Essentially, IPIMS is a relational database of learning assets – text, colorful graphics, award-winning video and challenging assessments – that can be structured to meet your specific training needs. One-of-a-kind in the industry, IPIMS now includes over 750 courses in 120 E&P topic areas, from beginning to advanced content levels.

## AUDIENCE

IPIMS is flexible enough to provide both in-depth learning about a given area of technology as well as cross-disciplinary training in broader areas of technology. It is a valuable learning resource for any oil and gas company or institution – small or large, local or multinational. Over 60 leading oil and gas companies now license IPIMS worldwide, and each company uses the system in a different way. Whether you need to train 5,000 people in one topic area or 50 people in 20 topic areas, IPIMS can meet the unique learning and development needs of your company in E&P technology and practice.

## KEY FEATURES

- Highly effective at modest cost
- Award-winning video
- Extensive content
- Challenging assessments
- On-demand accessibility
- Flexible licensing options
- SCORM-certified

## CLIENT APPLICATIONS

A large oilfield service company has integrated IPIMS into its learning management system as a key resource for training its 5,000 young professionals.

A major national oil company with international operations has been using IPIMS for seven years as a significant part of its training of newly hired E&P specialists. This company recently added Action Learning assignments to its e-Learning initiatives as the foundation resource to provide mentor-based, blended learning sessions. These sessions expand its competency-based development efforts to the skilled applications level.

# IPIMS Background Learning

1

## PETROLEUM GEOLOGY

### Introduction and Overview

- Fundamentals of Petroleum Geology
- Hydrocarbon Properties
- Subsurface Environment
- Hydrocarbon Generation and Migration
- Reservoirs
- Traps
- Habitat of Hydrocarbons in Sedimentary Basins

### Basic Skills of the Petroleum Geologist

- Geologic Cross-Sections
- Subsurface Mapping
- Prospect Generation

### Reservoir Characterization

- Subsurface Facies Analysis
- Sequence Stratigraphy
- Nonmarine Sandstone Reservoirs
- Shelf Marine Sandstone Reservoirs
- Marginal Marine Sandstone Reservoirs
- Deepwater Marine Sandstone Reservoirs
- Porosity Evolution in Sandstone Reservoirs
- Exploration in Carbonate Rocks
- Porosity Evolution in Carbonate Rocks
- Evaporites and Their Role in Petroleum Exploration

### Structural Geology and Global Tectonics

- Structural Geology
- Plate Tectonics and Sedimentary Basins
- Divergent Margins and Rift Basins
- Convergent Margin Basins

### Geochemistry

- Introduction to Petroleum Chemistry
- Applications of Petroleum Geochemistry

### Petroleum Technology for the Non-Engineer

- Drilling and Well Completion
- Production Technology
- Reservoir Management
- Geosteering: Fundamentals, Planning and Implementation

### Other Geological Techniques

- Photogeology and Remote Sensing
- Basin Analysis
- Play Analysis
- Basic Geostatistics
- Geographical Information Systems

2

## PETROLEUM GEOPHYSICS

### Introductory Topics and Seismic Signals

- Fundamentals of Exploration Geophysics
- Geological Messages in the Seismic Trace
- Signal Theory: A Graphical Introduction
- Seismic Pulse Generation and Transmission
- Seismic Reflection

### Seismic Instruments and Field Techniques

- Introduction to Field Work
- Surveying and Mapping on Land
- Positioning and Mapping at Sea
- Multiple Coverage
- Array Design
- Vibroseis
- Choosing the Field Variables
- Quality Control in the Field
- Multicomponent Seismic Applications

### Seismic Processing

- Basic Processing
- Initial Processes
- Velocities
- Static Corrections
- Deconvolution
- Stacking, Filtering and Display
- Seismic Migration

### Seismic Interpretation

- Basic Seismic Interpretation
- Fault Interpretation
- Seismic Contouring
- Velocity Interpretation and Depth Conversion
- Hydrocarbon Indicators
- Seismic Stratigraphic Modeling

### 3-D Seismic and Other Geophysical Methods

- 3-D and 4-D Seismic
- Gravity and Magnetics
- Crosswell Seismology
- Vertical Seismic Profiles
- Other Geophysical Techniques

3

## PETROLEUM ENGINEERING

### Petroleum Production Performance

- Fluid Flow and the Production System
- Artificial Lift Methods
- Production Performance Evaluation

### Production Equipment and Operations

- Wellheads, Flow Control Equipment and Flowlines
- Wireline Production Operations
- Fluid Separation and Treatment
- Oilfield Safety
- Cased Hole Logging
- Intelligent Completions

### Production Facilities Design

- Oil Systems and Equipment
- Gas Systems and Equipment
- Water Systems and Equipment
- Utility Systems and Equipment
- Instrumentation
- Platform and Structural Design Considerations

### Drilling Engineering

- Well Planning
- Drill String Components
- Drill Bits
- Drilling Fluids and the Circulating System
- Directional and Horizontal Drilling
- Underbalanced Drilling
- Drilling Problems and Drilling Optimization

### Well Completion and Stimulation

- Basic Completion Design and Practices
- Completion Equipment
- Cementing
- Perforating
- Acidizing and Other Chemical Treatments
- Hydraulic Fracturing
- Sand Control
- Horizontal Wells: Completion and Evaluation

## Reservoir Engineering

- Fundamentals of Reservoir Engineering
- Reservoir Environments and Characterization
- Improved Recovery Processes
- Reservoir Modeling and Reserves Evaluation
- Issues in Reservoir Management

## Offshore Operations

- Offshore Production Facilities
- Deepwater Drilling Operations

## Other Petroleum Engineering Topics

- Natural Gas Fluid Properties
- Risk Analysis Applied to Petroleum Investments
- Oil and Gas Pipelines
- Integrated Reservoir Characterization

4

## FORMATION EVALUATION

### Wireline Well Logging

- Formation Evaluation Overview
- Logging Equipment and Procedures
- Well Logging Tools and Techniques
- Well Log Interpretation
- Dipmeter Surveys
- Borehole Imaging

### Well Testing and Analysis

- Fundamentals of Well Testing
- Gas Well Testing
- Oil Well Testing
- Drillstem Testing
- Advanced Pressure Transient Analysis

### Rock and Fluid Sampling and Analysis

- Fluid Sampling and Analysis
- Coring and Core Analysis
- Sampling and Analysis of Drilled Cuttings
- Mud Logging

### IPIMS Serves as a Knowledge Resource

With its vast content and powerful search feature, IPIMS Background Knowledge can be utilized as a complete E&P desktop reference system. The search feature enables users to locate topic-specific content quickly and easily. This is especially valuable as a resource during actual job assignments.

### IPIMS Can Be Used to Capture Your Best Practices

Practical Knowledge, a knowledge management tool included within IPIMS, provides a template for your company to capture and later access your recommended practices, lessons learned, processes or job-related guidelines.

LEARN MORE AT [WWW.IPIMS.COM](http://WWW.IPIMS.COM)

# The Leading e-Learning Resource for Building Competencies in Upstream Petroleum Technology

## CONTENT OVERVIEW

### IPIMS Provides Two Levels of Learning

Users gain knowledge, skills and procedural acumen through **Background Learning** courses and master practical applications through **Action Learning** assignments.

### BACKGROUND LEARNING

*IPIMS encompasses the four primary upstream technology disciplines and is further divided into 24 topic areas. It contains a total of 120 topics and 750 sub-topic level courses.*

Each course builds a foundation of core knowledge, skill, procedure or practice and contains integrated assessments. IPIMS provides advanced reporting of each learner's progress and performance. These Background Learning courses satisfy the Awareness and Basic Application levels of most competency models. For easy user access, courses are linked to integrated competency models, company-defined learning programs or individually selected learning plans.

1

#### PETROLEUM GEOLOGY

- Introduction and Overview
- Basic Skills of the Petroleum Geologist
- Reservoir Characterization
- Structural Geology and Global Tectonics
- Geochemistry
- Petroleum Technology for the Non-Engineer
- Other Geological Techniques

2

#### PETROLEUM GEOPHYSICS

- Introductory Topics and Seismic Signals
- Seismic Instruments and Field Techniques
- Seismic Processing
- Seismic Interpretation
- 3-D Seismic and Other Geophysical Methods



3

#### PETROLEUM ENGINEERING

- Petroleum Production Performance
- Production Equipment and Operations
- Production Facilities Design
- Drilling Engineering
- Well Completion and Stimulation
- Reservoir Engineering
- Offshore Operations
- Other Petroleum Engineering Topics

4

#### FORMATION EVALUATION

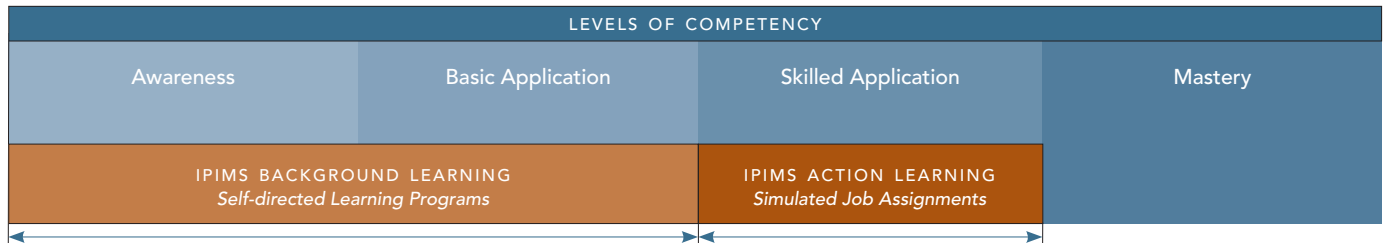
- Wireline Well Logging
- Well Testing and Analysis
- Rock and Fluid Sampling Analysis

# IPIIMS

## ACTION LEARNING

*The second level of IPIIMS learning is Action Learning; it requires that learners perform simulated job assignments in order to accelerate practical learning.*

IPIIMS **Action Learning** is powerful, because it allows a person to learn by doing realistic and engaging assignments – the best way to develop practical specialty skills. By working through this series, a learner will perform jobs that simulate the assignments required to manage a petroleum project, from initial discovery to field abandonment. During the performance of assignments learners are directed to key areas of Background Learning required to make decisions. The figure below illustrates how Background and Action Learning work together to help learners achieve the “Skilled Application” level in a typical competency model.



**Action Learning** is divided into the following 10 content areas, which contain a total of 48 modules of realistic E&P job assignments that use actual data provided by a major national oil company.

1

### RESERVOIR MANAGEMENT

#### Reservoir Engineering Fundamentals

- Reservoir Rock and Fluid Properties
- Rock Mechanics Fundamentals
- Stability and Rock Deformation Models
- Reservoir Drive Mechanisms
- Multidisciplinary Reservoir Management Basins

#### Well Logging and Subsurface Mapping

- Interdisciplinary Data Acquisition
- Wireline Well Logging
- Well Log Quality Control
- Well Log Interpretation
- Subsurface Mapping
- Reserves Definitions, Reporting and Mapping

#### Reservoir Characterization and Modeling

- Compaction and Subsidence
- Pressure/Production Data Analysis
- Flow Unit Determination
- Reservoir Simulation

#### Reservoir Surveillance

- Data Acquisition
- Geologic/Seismic Integration
- Geological Model Updating
- Petrophysical Model Updating
- Reservoir Model Updating

#### Reservoir Development Strategies

- Economic Evaluation
- Permitting for Well Operations
- Health, Safety and Environment
- Reservoir Management and Control
- Improved Recovery

#### Reservoir Management Practices

- Implementation of Reservoir Development Strategies
- Reservoir Surveillance and Control
- Contracts

# Action Learning

2

## DRILLING AND WELL COMPLETION

### Drilling, Workover and Well Servicing

- Well Planning
- Well Completion Design
- Drilling and Workover Fluids
- Drilling and Workover Hydraulics
- Cementing
- Directional, Horizontal and Multilateral Wells

### Drilling and Well Completion Practices

- Initial Well Planning
- Well Design
- Drilling Program Planning and Implementation
- Drilling Operations
- Well Completion Operations

3

## PRODUCTION ENGINEERING AND OPERATIONS

### Production Fundamentals

- Production Methods
- Production Optimization
- Production Facilities
- Well Testing

### Production and Operating Practices

- Flowing Well Performance and Production System Analysis
- Artificial Lift Methods
- Well Stimulation and Sand Control
- Workover Planning and Operations
- Surface Production Operations

## ACCESS AND LICENSING

Licensed users may access IPIMS from anywhere in the world through the Internet or an organization's intranet. Because IPIMS, is SCORM-certified, it can also be integrated seamlessly into your Learning Management System (LMS). IPIMS is licensed on either an annual User-based license or a Course-based arrangement.

## CERTIFICATES

### *Mentor-Based Learning: IPIMS Certificate Programs and Blended Learning Workshops*

IHRDC offers over 20 mentored, IPIMS-based, online certificate programs in Upstream Petroleum Technology. We also offer Blending Learning workshops on a private in-house basis, where teams of attendees complete Action Learning assignments under the guidance of an IHRDC mentor and earn IHRDC Certificates. For more information about online certificate programs or Blended Learning Workshops, visit [www.ihrdconline.com](http://www.ihrdconline.com).

## CHECK OUT IPIMS TODAY!

Explore IPIMS today by visiting [www.ipims.com](http://www.ipims.com). If you like what you see, ask us for a 30-day free trial account, or contact us directly to answer any questions you may have by emailing us at [online@ihrdc.com](mailto:online@ihrdc.com).



# Petroleum Online



*Petroleum Online includes interactive modules with text, vibrant graphics, video and integrated assessments.*

## OVERVIEW

**Petroleum Online** is a comprehensive series of e-Learning modules that provides an in-depth overview of each sector of the international oil and gas industry. It is easily accessible on the Web and designed to make learning both challenging and enjoyable. The learning media is all-inclusive: engaging video introduces key concepts, illustrative graphics surround the text, and challenging assessments internalize learning. In addition to English, the Petroleum Online modules are also available in Spanish and Portuguese.

## AUDIENCE

This series is suitable for anyone associated with the energy sector who wishes to expand his or her understanding of the oil and gas industry. It has broad appeal to individuals, from entry-level personnel to board members, who are seeking a more expansive perspective of the industry.

## KEY FEATURES

- Approximately two hours of learning per module
- Extensively illustrated text and graphics
- Engaging, interactive elements, including video and flash segments
- Review questions and challenging assessments
- Comprehensive reporting system

## CLIENT APPLICATIONS

A multinational accounting/auditing firm providing services to the oil and gas industry makes Petroleum Online available to their global network of specialists to ensure that they receive a fundamental understanding of their clients' industry before beginning any engagements.

A super-major oil and gas corporation is using Petroleum Online to train their international network of IT professionals.

A global energy investment company is using Petroleum Online to familiarize its core personnel with the industry, using all modules of Petroleum Online.

# Module Descriptions

1

## ALL SECTORS

### Oil & Gas Industry Overview

A comprehensive overview of the industry; learn what petroleum is, where it comes from and how it affects all of our lives on a daily basis. Become familiar with the various phases of the Oil and Gas Value Chain – upstream, midstream and downstream – the key industry players, the basics of oil and gas supply, demand and pricing and the challenges that the industry faces as demand for these important form of energy grows by 50% in the next 25 years.

### Oil & Gas Business Game

Nicola, a dynamic Business Simulation Game, is used to integrate the subject matter of each “Content Module” to recreate the challenge of discovering, producing, and marketing oil and gas to learn where value, in the form of financial performance, is created along the value chain.

2

## UPSTREAM SECTOR

### Upstream Oil & Gas Agreements

Upstream agreements define the legal, business and working relationships that exist between companies that explore for and produce oil and gas and the government agencies or private parties that own the mineral rights. Learn how an oil and gas lease is negotiated with a landowner in the U.S. and then analyze the two major forms of agreements used by host countries – the Concession Agreement and the Production Sharing Contract.

### Petroleum Geology & the Exploration Process

Examine the geological conditions that make for a good petroleum prospect, and learn why oil and gas are found in some places and not others. Also learn the step-by-step process that exploration teams follow to identify projects, from the initial surface reconnaissance to the drilling of exploratory wells.

### Drilling & Well Completions

Geological studies and seismic surveys can indicate an oil or gas prospect, but the only way to know if that prospect oil or gas is to drill wells. Get an introduction to the basics of the rotary drilling process and learn the dramatic advances in drilling technology that have taken place in recent years.

## Field Development & Production

The development and production of an oil or gas field is among the most involved and challenging business undertakings. Learn the steps involved in field development, from its initial planning stages, through reservoir analysis, subsurface design and construction of surface facilities. This module also covers components of long-term production, reservoir management and facilities maintenance.

### Upstream Gas: From Exploration to Wholesale Markets

Devoted to the upstream gas value chain, this module begins with an overview of the significant gas properties and shows how a gas prospect is discovered and then developed into a viable producing entity. Important topics include the estimation of resources and reserves, field design process and surface facilities required to satisfy gas market specifications. It ends with a summary of the nature of the wholesale gas and gas liquids markets in various countries and typical wholesale agreements.

### Marketing & Trading of Crude Oil

Like other commodities, the market determines the value of crude oil. Examine how crude oil markets and pricing are established based on global and regional supply and demand, how organizations such as OPEC affect these markets on a wholesale level.

3

## MIDSTREAM SECTOR

### Crude Oil Transportation & Storage

Every day, some 85 million barrels of crude oil are transported from producing fields to major refining centers, many of which are located hundreds or thousands of miles apart. Learn how, and at what cost, crude oil is transported in pipelines and tankers – the two most practical and economical methods for moving large volumes of crude oil over long distances.

### Midstream Gas: Gas Processing, Transportation & Load Balancing

The module covers the midstream gas value chain; essentially, the transportation of gas in pipelines and LNG ships and the balancing of market swings through the use of gas storage facilities. The pipeline section focuses on design, operations and tariffs, the LNG section centers around the design and economics of the LNG value chain from liquefaction to receiving terminals and the load balancing section summarizes the various options available to manage the pipeline swings between gas supply and market demand and their typical costs.

## Refining & Product Specifications

Crude oil, like other raw materials, has few practical uses in and of itself. Its value lies in the products that can be extracted from it. Learn how crude oil is processed into commercial products through various refining processes. Also explore why some refineries are more complex than others and what business decisions go into each day's refinery run.

4

## DOWNSTREAM SECTOR

### Marketing & Distribution of Petroleum Products

Once crude oil has been refined into transportation fuels, heating oil, lubricants and other products, it must be marketed and distributed to commercial and retail customers. In this module you will learn how refined products make their way to pipelines, terminals, service stations and other outlets where the profits are being made in this downstream sector of the industry and the economics of the modern gasoline super-station.

### Downstream Gas: Gas Distribution, Marketing & Trading

This module covers the downstream gas value chain including gas distribution, the key gas market sectors and the manner in which gas supply is managed and sold into the retail market. Emphasis is also placed on the nature of the gas markets in different regions of the world. The gas distribution coverage includes the design of a typical gas distribution system, the services it provides, typical distribution tariffs and billing structure. Gas markets discussed include residential, commercial, industrial, power generation, vehicle fuel and petrochemicals. Gas marketing and trading is introduced through the strategy that a "typical" gas distribution company follows in managing its gas supply in an "open access" gas industry environment.

### Overview of Petrochemicals

Petrochemicals, which are derived from crude oil and natural gas, add a unique dimension to the Oil and Gas Value Chain. Learn how oil and gas feedstocks are converted into petrochemical products ranging from fertilizers to plastics, and from clothing to pharmaceuticals. Also, the economics of petrochemical plants and see why a petrochemical plant in Trinidad has done so well in recent years.

## ACCESS AND LICENSING

Users may access Petroleum Online from anywhere in the world through the Internet at [www.petroleumonline.com](http://www.petroleumonline.com). Because Petroleum Online is SCORM-certified it can be integrated seamlessly into your Learning Management System (LMS).

Petroleum Online may be licensed and used by anyone for a modest fee. Organizations may license Petroleum Online and pay lower rates for purchases of over 100 module credits.

## CERTIFICATES

IHRDC issues Certificates to learners who demonstrate that they have completed the full program at an acceptable level of performance with a score of at least 80 percent in all of the assessments.

## CHECK OUT PETROLEUM ONLINE TODAY!

For more information or to begin using the series today, go to [www.petroleumonline.com](http://www.petroleumonline.com). We recommend that you begin your learning with the first module: Oil and Gas Industry Overview. If you have any questions please email us at [online@ihrdc.com](mailto:online@ihrdc.com).

# An In-depth Introduction to the International Oil and Gas Industry

## CONTENT OVERVIEW

*The Petroleum Online series consists of 14 modules that clearly explain the dynamic drivers of the oil and gas industry throughout its upstream, midstream and downstream sectors.*

1

### ALL SECTORS

Two modules cover the full oil and gas value chains. The first module in the series – Oil and Gas Industry Overview – is a broad and comprehensive introduction to the industry. It offers an ideal starting point for learners. The last module in the series – Oil and Gas Business Game – is an integrated business game that is ideally suited for those who have progressed through all of the modules.

2

### UPSTREAM SECTOR

Six modules are devoted to the challenging **Upstream Sector** of the industry – how oil and gas is found, produced and supplied to world markets. They begin with the negotiation of host country agreements, which are necessary to obtain access to exploration blocks, and continue through exploration and field development of both oil and gas fields, to the sale of crude and natural gas into the wholesale market.



3

### MIDSTREAM SECTOR

Three modules cover the important **Midstream Sector** of the industry – the transportation and processing of oil and gas into products that meet market standards. The two oil modules include crude transportation, by pipelines and crude tankers, and their refining into petroleum products. The gas module is devoted to the processing of produced gas into natural gas and gas liquid streams, the transportation of compressed gas in pipelines and the liquefaction of gas to form LNG and its transportation in ships to distant markets.

4

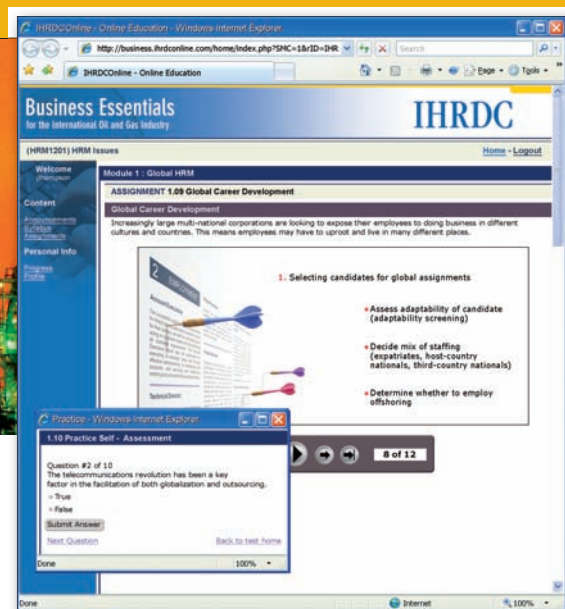
### DOWNSTREAM SECTOR

Three modules are devoted to the **Downstream Sector** of the industry – the end product markets. One covers the marketing and sale of petroleum products, another the distribution and sale of natural gas and the third an overview of the very interesting petrochemical industry.

# Business Essentials



*Business Essentials features interactive learning modules that include graphics, flash segments and integrated assessments.*



## OVERVIEW

IHRDC's **Business Essentials** e-Learning Series is a timely set of self-paced modules in four key business areas designed to improve the critical business skills of individuals working in the International Oil and Gas Industry. All modules are carefully designed for flexible and efficient learning in a corporate environment.

Expanding one's knowledge of business fundamentals is integral to strengthening job-related competencies and is a common need for personnel in the oil and gas industry. IHRDC has tailored business modules to meet this practical need. To achieve this, we have partnered with a leading, Boston-based e-Learning developer of business topics for major corporations and top business schools. Through this partnership, IHRDC offers timely and engaging online business modules in four key topic areas: Finance, Communications, Human Resource Management and Project Management.

## AUDIENCE

The Business Essentials Series is ideal for all Oil and Gas Industry personnel who need to improve their business knowledge and skills.

## KEY FEATURES

- Rigorous and Effective
- Flexible for today's busy professionals
- Accessible worldwide
- Based on engaging, real-world examples
- SCORM 1.2 compliant

## CLIENT APPLICATIONS

An Integrated Major prepares its newly hired engineers for the world of business by requiring foundation training in broad areas of finance. To accomplish this objective, it has adopted the Business Essentials finance modules as mandatory pre-requisites to classroom instruction for offices worldwide.

# Business Essentials Modules

1

## FINANCE

- Overview of Finance
- Accounting Concepts and Financial Statement Analysis
- Time Value of Money Principles
- Risk and Return
- Practical Tools for Planning and Control
- Valuing Real Assets

2

## COMMUNICATIONS

- Effective Communication
- Organizing and Structuring
- Writing Effectively
- Presentation Basics
- Purposeful Presentations

3

## HUMAN RESOURCE MANAGEMENT

- Introduction to Human Resource Management
- Planning and Recruiting
- Employee Selection
- Training and Development
- Employment Benefits
- Performance Management
- Compensation
- Talent Management and Career Development
- Equal Employment Opportunity
- Ethics, Employee Rights and Discipline
- Employee Health and Safety
- Other HRM Issues

## PROJECT MANAGEMENT

- Introduction to Project Management
- Project Processes
- Teamwork and Managing People
- Project Communications
- Project Scoping and Tracking
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Quality Management
- Project Procurement Management
- Practice Examination: PMBOK Knowledge

## ACCESS AND LICENSING

Individuals may access Business Essentials on the Internet from anywhere in the world at [www.petroleumbusiness.com](http://www.petroleumbusiness.com). Because they are SCORM-compliant, Business Essentials modules can also be integrated into your Learning Management System (LMS).

Business Essentials may be licensed and used by anyone for a modest fee. Organizations may license Business Essentials and pay lower rates for purchases of over 100 module credits.

## CERTIFICATES

IHRDC Certificates are issued to all individuals who successfully complete all modules in a given topic area.

## CHECK OUT BUSINESS ESSENTIALS TODAY!

Check out a trial module today by visiting [www.petroleumbusiness.com](http://www.petroleumbusiness.com). If you have specific questions please email us at [online@ihrdc.com](mailto:online@ihrdc.com).

LEARN MORE AT [WWW.PETROLEUMBUSINESS.COM](http://WWW.PETROLEUMBUSINESS.COM)



# Key Business Topics Tailored to the International Oil and Gas Industry

## BUSINESS ESSENTIALS MODULES

*For optimum flexibility, the Business Essentials modules may be pursued individually, organized into an integrated course structure or incorporated into your learning management system.*

1

### FINANCE

A working knowledge of finance is important for personnel at all levels of an organization. With detailed oil and gas industry examples, our finance modules enable non-financial professionals to understand your corporate financial fundamentals, read financial statements, and understand why they are important.

2

### COMMUNICATIONS

The ability to communicate effectively in all areas of business is a key management skill. This communication series teaches the fundamentals of effective business writing and purposeful presentations by using relevant oil and gas industry examples.



3

### HUMAN RESOURCE MANAGEMENT

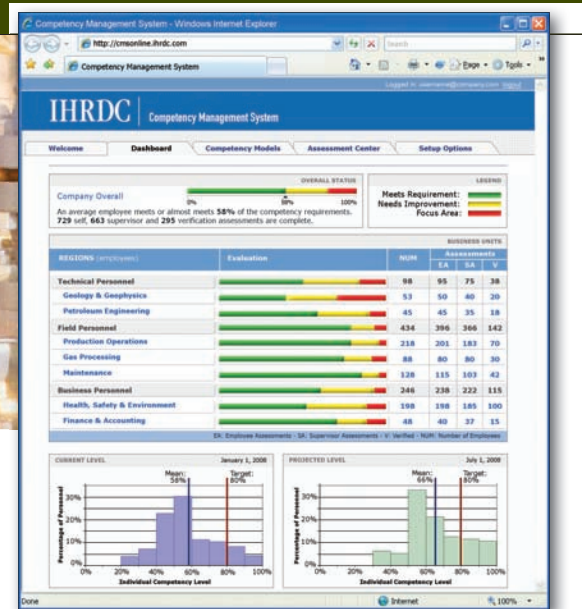
Management and development of human and intellectual capital is one of the most important functional disciplines in the oil and gas industry because it focuses on ensuring the organization has a competent and productive workforce in a time of manpower scarcity. Because they contain examples pertinent to the industry, the modules address vital personnel issues, from planning and recruiting to performance management.

4

### PROJECT MANAGEMENT

Project management refers to the interrelated processes required to plan, implement and direct successful projects. Using relevant oil and gas mini-case studies, this series of modules covers both the theory and actual practice of project management. They teach the concepts, methodologies and tools of project management, as well as its major management components, including the management of schedule, costs, quality, environmental impact and procurement, as well as project integration. This series follows the Project Management Institute's Project Management Body of Knowledge (PMBOK) and prepares learners for the PMBOK exam.

# CMS Online



*CMS Online quickly and clearly conveys real-time information on the state of workforce development.*

## OVERVIEW

IHRDC's **CMS Online**, an exciting new addition to the IHRDC suite of online products, offers an ideal way to track the progress of employees as they advance through competency development assignments and training activities. A web-based management, assessment and reporting solution, CMS Online provides the ability to capture competency models, facilitate individual competency assessments, report individual and company-wide assessment results, create customized development programs and record gap elimination progress. The system provides an ideal tool for managers and supervisors to discuss, plan, communicate and guide the competency development of their direct reports using a series of customized key performance indicators.

After a client licenses CMS Online, IHRDC specialists load the competency models – whether provided by the client or built by IHRDC – into CMS Online. Once the models are loaded into the system, the specialists match various forms of training resources including live instruction, e-Learning and on-job assignments, to the competency elements. These training resources may include IHRDC's e-Learning and Instructional Programs; however, we do not limit the match to IHRDC alone. During this process we work to ensure our clients receive the best training for each competency element regardless of training vendor.

Once the models and training match-up is complete, employees are assessed to determine their competency profile, gaps are identified between their current level and that required of the job, and individual development plans are created to close the gaps. All of this information, including an individual's training progress, is captured in CMS Online, and it reports, in graphical form, the competence of individuals, work groups and the workforce as a whole.

## AUDIENCE

This unique online reporting system can be used for individual functional groups or across the full organization. It has caught the attention of many international petroleum industry organizations, large and small, that seek better ways to build and assess the competencies of their employees. The pressure to accelerate the development of employees, often local nationals, requires innovative solutions, and CMS Online offers this unique system for immediate implementation.

# A Powerful Online Competency Management, Assessment and Reporting Tool

## CMS ONLINE KEY FEATURES

1

### INTEGRATED CAPABILITIES

All of the elements of a competency system can be integrated into CMS Online. This includes competency models, assessment and verification tools linked to training resources.

2

### COMPREHENSIVE REPORTING

Reports include assessment results, individual training plans, course completion tracking and reassessment, and the ability to estimate the resources, including time and cost required to bring each employee to his or her target level of competence.

3

### MACRO AND MICRO MANAGEMENT VIEWS

With just a few clicks, managers can drill down and see the state of workforce development across the entire organization, by job area or by job title, to the individual needs of a single employee. CMS Online is an ideal tool for managers and supervisors to discuss, plan and communicate the development efforts of their direct reports.

4

### EMPLOYEE VIEWS

Individuals can easily identify job requirements, learning and development needs and opportunities for career growth, which helps actively manage their competency development process.

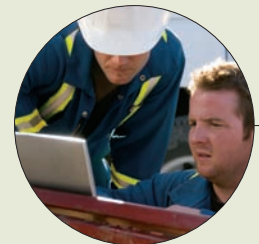
## CLIENT APPLICATIONS

A major oil company is using CMS Online very effectively to manage the assessment and competency development of 1,000 employees associated with upstream production and processing operations.

A National Oil Company in the Asia Pacific region is using CMS Online to identify skill gaps and build individual training plans for 96 of its E&P professionals in petroleum engineering, process engineering, geology and geophysics.

## LICENSING

A one-time system set-up fee will be charged at the beginning of the contract to customize the system and reports; thereafter, clients pay an annual license fee that includes technical support.



## CHECK OUT CMS ONLINE TODAY!

We encourage you to contact us today for a personal demonstration of CMS Online and to discuss the ways in which our Training Services Group can help you to use the system as the foundation of your competency management system. Please email us at [trainingservices@ihrdc.com](mailto:trainingservices@ihrdc.com).

# e-Learning Solutions Client List



Our learning solutions have won numerous awards, including 18 Telly Awards and a Distance Learning Award for Excellence.

Abu Dhabi Marine Operations  
 Accenture  
 BJ Services  
 BP  
 Cairn Energy  
 Centurion  
 CEPSA E&P  
 Chaco Bolivia Empresa Petrolera  
 Chevron  
 Chinese Petroleum Corporation  
 CNOOC SES Indonesia  
 ConocoPhillips  
 Daesung Industries  
 Deloitte Touche Tohmatsu  
 Devon Energy Corporation  
 Global Geophysical Services  
 Halliburton Digital Solutions  
 Hess Malaysia  
 Hindustan Petroleum Corporation  
 Husky Energy  
 InfoSys  
 INPEX Corporation  
 Korean National Oil Corporation  
 Kuwait Petroleum Corporation  
 Landmark Pakistan  
 Libyan Petroleum Institute  
 MedcoEnergi  
 MOL Hungarian Oil and Gas Company  
 National Oil Corporation of Libya  
 Nations Petroleum  
 North Alamein Petroleum  
 Oil Data Wireline Services Limited  
 Oil Search  
 ONGC India  
 Pan American Energy  
 Petroleum Agency S.A.  
 Petronas Carigali Sdn. Bhd  
 Petro S.A.  
 Petrotrin  
 Petroleum Industry Training Center of Kazakhstan  
 PetroVietnam Investment and Development Company (Algeria)  
 Petroleum Geo-Services (PGS)  
 PTTEP Thailand  
 Reliance Industries Ltd.  
 SASOL Petroleum  
 Saudi Aramco  
 Schlumberger (Schlumberger Information Services/ WesternGeco/DCS)  
 Shell Petroleum Development Company of Nigeria  
 SONATRACH  
 Talisman Energy  
 TAQA  
 Technica, Ltd.  
 Thrace Basin Natural Gas  
 VICO Indonesia  
 VSFusion  
 Wintershall  
 ZADCO

# About IHRDC



International Human Resources Corporation (IHRDC) was founded in 1969 on a commitment to offer oil and gas companies the very best in training and competency development. In the nearly four decades since then, from both our Boston headquarters and our offices in Amsterdam, Cairo, Caracas, Jakarta and Lagos we have set a worldwide standard of excellence through our **Instructional Programs**, **e-Learning Solutions** and **Training Services**.

PLEASE CONTACT US FOR MORE INFORMATION:

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# IHRDC

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Some photos courtesy of Anadarko Petroleum Corporation, BP America/Marc Morrison and Petroleos de Venezuela.