Essential Skills for Oil and Gas Professionals

This two-week program is designed for mid- to senior managers and supervisors from all sectors of the oil and gas industry who wish to enhance their competencies in four essential management areas.

INSTRUCTORS
David A. T. Donohue, PhD, JD
Charles Bankman, PhD
John B. (Jack) King, MBA
Elizabeth Mazdowal, MA
Robert F. Ryan, MS

PROGRAM FEE
ONE UNIT: US$ 4,750
TWO UNITS: US$ 8,700

UNIT ONE

JUNE 4 – 8, 2018

EFFECTIVE BUSINESS COMMUNICATION AND STRATEGIC PLANNING

Effective Business Communication
Setting a communication strategy: credibility, persuasion, and channel choice. Presentation structure: writing vs. presentations vs. meetings vs. one-to-one conversations; writing more effectively; making effective presentations; running efficient meetings; speaking effectively one-on-one. Case studies and workshop sessions.

Strategic Planning and Implementation
Major trends and drivers of change within the international oil and gas industry: anticipating the future throughout the oil and gas value chains. Latest approaches to strategic planning and its importance for setting company vision and goals, effective implementation of strategy, planning and implementation of the plan using the Balanced Scorecard. Historical structure of the international oil and gas industry. Examples of strategic planning by key international companies including Petrobras, Mobil Oil, and others.

UNIT TWO

JUNE 11 – 15, 2018

LEADERSHIP AND ESSENTIAL NEGOTIATION SKILLS

Leadership Skills Needed for High Performance Organizations
Effective individual and team leadership and management: motivation, managerial styles, organizational climate, goal setting and action planning, leading change methodology, simulation, presentation, discussion, case studies, small group work, and assessment.

Leadership Case Study:
Transforming the U.S. Marketing and Refining Division of a Major Oil Company
How a major oil company went from last to first in net margin per gallon in the U.S. How strategic planning, leadership skills, and the use of the Balanced Scorecard were fundamental to this success.

Essential Negotiation Skills: A Process for Positive Results
The essentials of positive negotiation: the process of positive negotiation developed at the Harvard Negotiation Workshop applied to a petroleum case study. The key steps you will take to successful negotiations are:

Step One: Identify and Use Independent Standards
Making negotiations a joint search for independent standards; use standards to persuade and protect, distinguish which standards are appropriate.

Step Two: Deal with People Problems
Separate the people from the negotiating problem; use techniques to solve people problems; acknowledge emotions without blaming, improve communication, listen actively.

Step Three: Generating Alternatives to a Negotiated Solution
Explore alternatives to the existing negotiated solution; have an alternative solution in your “back pocket;” enhance confidence in the negotiating process.

Step Four: Reaching Closure
Think about closure before you begin negotiations; move toward closure gradually as negotiations proceed; start with a framework for agreement; only agree to everything at the end.