EIC workshops and courses are developed by engineers and industry experts who, with years of industry experience and inside knowledge, are able to deliver the most relevant training possible. EIC courses are designed not only to provide the theoretical foundations, but also encourage hands-on practical implementation and opportunities to network at all levels of the industry, offering a comprehensive learning experience. The EIC is now an Energy Institute Approved Training Provider.

**Technical Workshops**

The one-day Technical Workshops take the form of presentations at the premises of manufacturing companies, enabling attendees to gain hands-on experience of a wide range of equipment and products. The workshops cover classroom explanations of components, features, engineering, operation, maintenance, performance and testing, providing an opportunity for practical and interactive learning and site tours.

**Industry Overviews**

Industry Overviews are one-day courses which provide an overview of a particular sector. Topics include Power, Subsea, Oil & Gas, Nuclear, LNG and Petrochemicals. These courses are delivered by instructors with considerable experience in the industry. The Industry Overviews are designed for those new to the industry or to a particular sector.

**Business & Management Courses**

Business & Management courses are available to new and experienced managers and other professionals. EIC Training provides a range of courses including legal topics and cultural awareness. Experienced industry instructors use role-play, case studies, scenarios, group discussion and assignments.

**Health, Safety & Environment Training**

Health, Safety and Environment (HSE) courses provide guidance and direction on a range of HSE topics. This training will benefit those with a responsibility for compliance with UK and European legislation. There are a number of courses still under development and we expect to offer a broader range of HSE courses later in the year.

**Overseas Training**

Due to the success of the UK programme, training is now being rolled out across the EIC overseas offices, giving EIC members based in our overseas regions access to training locally.

Our overseas offices in Dubai, Houston, Singapore and Rio will be offering topics including ‘The Fundamentals of Oil & Gas’ and ‘Tendering for Success’. There will also be a number of Technical Workshops with companies such as Siemens, as well as sessions on how to work with key organisations like Petrobras.

**In-House Training**

In-house training involves bringing an instructor to a location of choice to deliver a customised training program for a group of employees. One of the main benefits for employers is the ability to control when the training takes place and scheduling it so that it minimises the impact on their business. Instructors are able to modify training material to meet individual business needs and focus on company issues to ensure the learning is relevant.

If you would like us to arrange training at your offices please contact training@the-eic.com

**EIC Training Courses**

We are delighted to announce that the EIC is now an ‘Approved Training Provider’ having gained approval from the Energy Institute for The EIC training programme. This acts as a mark of assurance that the courses meet the high standard set by the Energy Institute and ensures independent quality assurance.

We look forward to welcoming you to the EIC learning experience.
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Please refer to our website for an up to date schedule.
If you would like to be added to our mailing list, please email training@the-eic.com
In-House Training

The following courses are available to be delivered ‘in-house’ at your offices.

**Technical Workshops**
- An Introduction to Waste Management & Decommissioning
- An Introduction to Tidal Turbines
- An Introduction to Nuclear New Build
- An Introduction to FPSOs
- An Introduction to Reservoir Engineering & Drilling

**Industry Overviews**
- The Fundamentals of Nuclear
- The Fundamentals of Oil & Gas
- The Fundamentals of LNG
- The Fundamentals of Refining & Petrochemicals
- The Fundamentals of Subsea

**Business & Management Courses**
- Understanding Letters of Credit
- Technical Report Writing
- Finance for the Non-Finance Manager
- Tendering for Success; How to Write Winning Bids
- The New Manager
- The Experienced Manager
- Understanding Project Management
- Presentation Skills
- Negotiation Skills
- Time Management
- Why do we need Contracts?

**Health, Safety & Environmental Training**
- Health & Safety for Senior Executives
- An Introduction to the Machinery Directive 2006/42/EC and CE marking
- An Introduction to Pressure Equipment Directives
- Managing Safely
- Asbestos Awareness

**Aveva Solutions Ltd**
**Paula Parker**
Group Learning and Development Manager

Having the opportunity to host the EIC industry overviews in-house at AVEVA proved to be a cost effective way to support our teams with a greater understanding of the industries we serve.

AVEVA colleagues from a wide variety of functions, including those on our graduate programme, have enjoyed and benefited from the Oil & Gas and Nuclear industry overviews.

The in-house option allows us to reach a greater number of colleagues and supports AVEVA’s commitment to the continual progression of all colleagues.

**The Fundamentals of Oil & Gas - June 2011**
**The Fundamentals of Nuclear - February 2012**

**Specialist Services**
**Suresh Kumar**
Proposals Manager

The in-house training we received from the EIC delivered far greater returns than we would have got by sending staff to external courses.

The course content was tailored to our specific needs, we did not have to consider staff travel or subsistence costs and we could talk openly about commercially sensitive material with the trainer.

Some of our staff only needed part of the training, so were able to include them. We could not have justified the time, or cost of them attending a full external course. In-house training was an excellent choice for us both in terms of content and economic balance.

**Tendering for Success - February 2012 (2 courses)**
An Introduction to Bolted Joint Integrity

Who should attend
Engineers, graduates and other personnel involved in the specification, design, verification, operation and maintenance of pressure containing plant, mechanical or structural joints, rotating equipment, pipelines or piping systems.

Overview
This workshop is designed for people who require an understanding of the theoretical, practical and management aspects of bolted joints in pressurised and structural applications. The initial part of the course is based on the ECITB TEC Skills Unit PF010 (Joining Pipework Using Flanged Joints), PF018 (Assembling & Tensioning Bolted Connections) and PF019 (Assembling & Torque of Bolted Connections) and aims to give a practical appreciation of bolting issues. This is followed by a hands-on demonstration of equipment and a factory tour.

The afternoon is split into two sessions. The first session concentrates on how design codes such as the ASME Boiler & Pressure Vessel Code and EN1591 handle flange-bolting calculations. The second session looks at systems to manage joint integrity and the software tools available to carry out bolt load calculations.

Upon completion, attendees will be able to:
- Highlight the differences between torque and tension as methods of controlled bolt tightening;
- Identify the major gasket and flange types;
- Select the most appropriate bolt tightening tool and method of application;
- Understand the principles behind bolt load calculations;
- Calculate tensioner operating pressures and torque figures;
- Utilise software for bolt load and flange stress calculations.

An Introduction to Centrifugal Pump Design & Manufacture

Who should attend
This workshop is for managers, engineers, graduates, operators, maintenance and other personnel requiring general centrifugal pump familiarisation, specifically in the areas of specification, design engineering and testing of centrifugal pumps.

Overview
The training will allow the engineer to gain an appreciation of centrifugal pumps from the initial selection of the pump hydraulics and mechanical design, to the manufacturing and testing of the product. The workshop will be presented in the following sections: pump basics, hydraulic design, mechanical design and pump seals. Appreciation of manufacture, assembly and testing will also be provided via a works tour that will guide attendees through the facilities.

The workshop will provide attendees with a general understanding of the inner workings of a centrifugal pump and the key engineering principles involved in their selection and design. It is intended to provide a broad overview of the centrifugal pump selection process, both from a hydraulic and mechanical viewpoint.

Upon completion, attendees will be able to:
- Identify major pump components;
- Explain the function of key components;
- Understand the key parameters in selecting a centrifugal pump;
- Comprehend the components needed to package a pump;
- Recognise the different centrifugal pump types;
- Understand pump applications for API 610, NFPA 20;
- Understand the basics of mechanical and soft packed seals.
An Introduction to Compressors

Who should attend
Engineers and other personnel involved in designing, specifying and using compressors, or who wish to obtain a better understanding of compressors and compressor drives. Knowledge of basic engineering principles and compressors is assumed.

Overview
This workshop has been designed for individuals who are new or are requiring awareness of compressors in the field of engineering, operations and maintenance fundamentals.

The workshop provides attendees with a general understanding of the inner workings of compressors and basics of compressor drives.

A factory tour will help the participants to familiarise themselves with the equipment from a manufacturing and assembly point of view.

An Introduction to Control Valves

Who should attend
This workshop is aimed at engineers, graduates and personnel from operations and maintenance functions who want to have a basic understanding of the design and construction, selection process and application of control and choke valves.

It is suitable for anyone involved in the specification of control and choke valves or their use in the process.

Overview
Providing an overview of control and choke valve types, materials, trim configurations and their selection criteria as well as the role of valve mounted instrumentation, this workshop also looks at the “severe service” considerations of valve selection. Using practical examples, it also examines the pitfalls of poor specification and selection.

The workshop aims to provide a level of understanding that will benefit the attendee in their day-to-day dealings with control and choke valves, as well as an appreciation of the challenges provided by certain valve applications and the solutions available.
Technical Workshops

An Introduction to Electric Motors

**Who should attend**
This workshop will suit graduates, engineers, maintenance engineers, plant operators and managers, who require a basic understanding of the criteria for specification or safe operation of high voltage induction motors.

**Overview**
Designed to provide a generic overview of motor principles and operation, this workshop is ideal for individuals new to the field or who require general awareness, either for operational purposes or fundamental maintenance operations. Equally it will provide a review and update of current design principles, materials and methods employed in manufacture, for those with previous involvement or who, through experience, have gained knowledge without formal motor training.

Upon completion, attendees will be able to:

- Identify all major motor components;
- Understand the different starting methods employed by induction motors;
- Comprehend the operational constraints imposed by duty and system restrictions;
- Qualify and understand the operational requirement for protective devices on motors;
- Appreciate hazardous environment specification criteria.

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An Introduction to Energy from Waste

**Who should attend**
This workshop is for managers, engineers, graduates, operators, maintenance and other personnel requiring general familiarisation with the Energy from Waste / thermal treatment process.

**Overview**
The workshop specifically focuses on the engineering, operation and maintenance of high pressure steam and steam turbines. Some understanding of basic engineering principles will be assumed. The day will include a mix of presentations, discussions and a full tour of the Stoke plant.

Upon completion, attendees will have an understanding of:

- Control technology;
- Abatement systems;
- Pollution control;
- Managing environmental impact;
- Making use of waste.
An Introduction to FPSOs

Who should attend
This workshop is suitable for persons at all levels of responsibility and authority within a company structure, from executive officers and senior managers to office staff. The workshop will be most beneficial to sales, accounting and administrative personnel, whether they be from oil and gas operating companies or supplier and service organisations.

Overview
This is a one-day workshop comprising of short lectures, video clips and question and answer sessions. The purpose of the workshop is to enable all those without a technical background to have a better understanding of FPSOs. On completion of the workshop, delegates will be equipped with sufficient knowledge to allow them to offer more support to their technical colleagues as well as potentially advancing their own career paths. This workshop is intended to give a comprehensive overview of the nature and purpose of FPSOs. Delegates will learn how they are built, the versatility of the design, and why they have become the main choice for a host floating production system.

Upon completion, attendees will have an understanding of:
- The history of the FPSO concept and the basic design of the FPSO vessel;
- What constitutes an FPSO in terms of the host facility for production of an oil field;
- The motion envelope of an FPSO and how this influences the design of the mooring system;
- How a subsea oil field is connected to an FPSO;
- The basic design of the FPSO process plant;
- Safety issues surrounding the layout of the process plant;
- Cargo handling, and its associated safety issues.

An Introduction to Gas Storage

Who should attend
This workshop is suitable for engineering graduates, process operators, technicians and maintenance/design engineers, including those who may be entering the Gas Storage industry for the first time.

Overview
The workshop will cover a range of topics including using the concept of natural gas storage, the processing of natural gas, the commercial aspects of a gas storage business, engineering challenges involved and logistics.

Other topics covered will include asset performance, onshore operations, engineering support and offshore logistics. The workshop will conclude with a tour around the Easington terminal.

Upon completion, attendees will have an understanding of:
- The concept of natural gas storage;
- The processing of natural gas;
- The commercial aspects of a gas storage business;
- Engineering challenges involved in operating a gas storage business;
- The logistics involved in an offshore gas storage business.
An Introduction to Gas Turbines

Who should attend
This workshop is for managers, engineers, graduates, operators, maintenance and other personnel requiring general gas turbine familiarisation. The workshop focuses in particular on the specification, engineering, operation and maintenance of industrial gas turbine engines. Some understanding of basic engineering principles is assumed.

Overview
The workshop will provide attendees with a general understanding of the inner workings of gas turbines and the underlying engineering principles from which they are designed. The workshop is intended to provide an overview of gas turbine technology, engineering features, operations and maintenance concepts to engineering and management staff. A number of topics will be covered, including engineering and thermodynamic principles, materials, metallurgy and cooling and auxiliary equipment and modules. It will also provide an overview of turbo controls and operation.

The workshop visit will include a close look at the core engine assemblies and demonstration of the controls system.

An Introduction to Offshore & Subsea Valves

Who should attend
This workshop is for engineers, graduates, operators, maintenance and other personnel requiring general pipeline valve familiarisation of both topside and subsea applications. Areas covered are specification, engineering, operation and maintenance of valves within the oil and gas industry.

Overview
The workshop provides attendees with a general understanding of valves supplied to work both subsea and on surface-based facilities for the oil, gas and petrochemical industries.

The valves are produced from a range of materials, from carbon steel through to nickel alloys including high strength super austenitic material. For the oil & gas industry, valves are supplied for working pressures of up to 20,000psi. The workshop will cover valve fundamentals, through conduit gate valves, valve materials and ball valves.

It will provide an overview of check, globe, needle and small bore valves and the factory tour will provide an understanding of manufacturing and valve testing.
An Introduction to Pipe Supports

Who should attend
Engineers, graduates and other personnel involved in the specification, design, verification, operation and maintenance of pipelines or piping systems.

Overview
This workshop is designed for people who require an understanding of both why and how pipe supports are used.

Participants will learn about the varied range of supports available and their different uses, and applications including how to select the correct support for their needs. A demonstration will be given of the Witch Hanger Design Software and also the interface with PDMS Multi Disciplined Support Package.

The delegates will discover how different supports are installed and also what to look for when inspecting supports in situ.

Finally, attendees will be shown how the many different types of supports are manufactured in the C&P workshop.

Upon completion, attendees will have an understanding of:
- Why pipe supports are used;
- The different types, uses and selection of spring supports;
- Different types of dynamic supports and when to use them;
- The uses and types of low friction supports;
- A range of cryogenic supports and when to use them;
- Witch Hanger & MDS Interface software;
- Installation, safety implications and problems that might be encountered.

An Introduction to Reservoir Engineering & Drilling

Who should attend
This workshop is suitable for everyone from executive officers and senior managers to office staff. The workshop will also be beneficial to sales, accounting and administrative personnel whether they be from oil and gas operating companies or supplier and service organisations.

Overview
This one-day workshop consists of short lectures, video clips, and question and answer sessions. The purpose of the workshop is to enable all those without a technical background to have a better understanding of the exploration and production sectors of the oil industry and in particular, the work of reservoir and drilling engineers and drill rig personnel. On completion of the workshop, delegates will be equipped with sufficient knowledge to allow them to offer more effective support to their technical colleagues, as well as potentially advance their chosen career path. The workshop covers all aspects of reservoir engineering and management and the activities associated with drilling exploration and production wells. For each of the main sectors, the activities and technology will be explained in a clear, concise manner with the objective of introducing the day to day terminology and phraseology of the industry.

Upon completion, attendees will have an understanding of:
- What constitutes an oil/gas reservoir;
- Planning the exploitation;
- Natural and artificial flow;
- Production engineering;
- Drilling a well and drilling equipment;
- Completing a well;
- Well work overs.
An Introduction to Shale Gas

Who should attend
This workshop is intended for existing technical and commercial employees wishing to develop their global knowledge of this new area of specialisation. It is also designed for new starters, recent recruits and graduates, experts working on a temporary basis in the industry, specialists needing a wider understanding and professionals working alongside the industry.

Overview
Shale gas is altering the landscape of the gas industry across the world, not just in North America where the technologies have evolved. The EIA estimates that shale gas production will account for 50% of all natural gas produced in North America over the next decade. Countries around the world have started to examine the potential of shale gas within their own borders, particularly in Europe where the potential for shale gas production will reduce dependence on foreign gas imports.

This comprehensive one-day workshop will explore the challenges facing the industry and will enable participants to understand the technological, geological, economic and environmental aspects of shale gas exploration and production.

An Introduction to Steam & Condensate Systems

Who should attend
This workshop is for engineers, graduates and other personnel requiring general steam and condensate systems familiarisation, specifically in the areas of process steam and condensate recovery.

Overview
This workshop has been designed for individuals who are new or are requiring awareness of steam and condensate in the fields of engineering, operation and maintenance fundamentals.

The workshop provides attendees with a general understanding of the basic working knowledge of steam and condensate systems and associate equipment and also the underlying engineering principles from which they are designed.

It will cover the basic theory of steam fundamentals, good practice of steam distribution and steam traps. It will also discuss pressure reducing valves, safety valves and condensate recovery.

Upon completion, attendees will have an understanding of:

- Unconventional gas resources and their distribution;
- The shale gas industry in North America, Europe, South Africa, Asia and Australia;
- Shale gas economics;
- Drilling and hydraulic fracturing techniques;
- Environmental issues regarding shale gas exploration and production;
- The opportunities and challenges for unconventional gas.

Upon completion, attendees will be able to:

- Locate and identify all major components in the steam and condensate systems;
- Recognise the function and purpose of these components;
- Understand and trace essential fluids flow paths of steam and condensate systems;
- Describe pressure reduction and condensate recovery.
An Introduction to Steam Turbine Technologies

Who should attend
This workshop is for managers, engineers, graduates and other personnel requiring general steam turbine familiarisation. The workshop particularly focuses on the specification, engineering operation and maintenance of steam turbines.

Overview
The workshop provides attendees with a general understanding of the inner workings of steam turbines and the underlying engineering principles from which they are designed. The workshop is intended to provide an overview of steam turbine technology and engineering features, operations and maintenance concepts to engineering and management staff.

The workshop will also include a factory tour for the attendees to learn and understand the process of manufacturing, assembly, quality assurance and testing involved in the delivery of the finished product.

Upon completion, attendees will be able to:
- Identify different types of steam turbines and their applications;
- Recognise major components within steam turbines;
- Understand selection principals;
- Appreciate testing, operation and maintenance of steam turbines.

An Introduction to Subsea Systems

Who should attend
This workshop is suitable for sales, accounting and administrative personnel, whether they be from oil and gas operating companies or supplier and service organisations.

Overview
All those without a technical background will have a better understanding of the subsea industry and its day-to-day terminology and phraseology after attending this workshop. Delegates will be better equipped with sufficient knowledge to allow them to offer more effective support to their technical colleagues as well as potentially advancing their chosen career path. The scope covers all the main sectors of the industry from reservoir formations through drilling and well structures, to subsea flowlines, risers and umbilicals. The complexities of the industry are explained in a clear, simple and concise manner while at the same time, not understating the technological challenges. These challenges are highlighted by the discussion on how the subsea infrastructure is put together and the extreme challenges of deepwater applications.

Upon completion, attendees will have an understanding of:
- Subsea infrastructure;
- Subsea wells;
- Manifolds, flowlines and risers;
- Umbilicals and control;
- Workboats and other craft;
- Connection;
- Maintenance, concepts and application of IMR.
An Introduction to Tidal Turbines

Who Should Attend
This workshop is suitable for managers, engineers, graduates, maintenance and other personnel requiring tidal turbine familiarisation.

Some understanding of basic engineering principles is assumed.

Overview
This workshop will provide an overview of tidal turbines; focusing on the technology, engineering challenges and future developments.

Topics will include the physical principles for using tidal energy, extracting energy from tidal currents, causes of the tide, suitable tidal currents, rotors and structures. Also covered is tidal stream technology, installation methods and future plans for the tidal industry.

An Introduction to the Design, Operation & Maintenance of a Nuclear Power Station

Who should attend
This workshop at Dungeness B has been designed for those who are new to or are requiring familiarisation with nuclear power stations in the fields of design, engineering, operation and maintenance fundamentals.

Overview
The workshop will provide an overview of AGR plant design and operation, will discuss Nuclear New Build, and will explain PWR plant design and operation.

There will be a plant tour in the afternoon which is for attendees’ appreciation and understanding of the process of plant layout and design involved in the operation and maintenance of a nuclear power station.

Upon completion, attendees will be able to:
- Understand the tidal stream resource;
- Appreciate the background to MCT’s pioneering development programme;
- Identify the key engineering challenges;
- Discuss SeaGen; the world’s first commercial scale tidal turbine;
- Comprehend future plans.

Upon completion, attendees will be able to:
- Describe the function and operation of equipment in nuclear power stations;
- Understand nuclear new build considerations.
An Introduction to Nuclear New Build

Who Should Attend
Those who would like to understand the nuclear new build process.

Overview
The workshop will include the need for nuclear, the energy market, replacement of ageing power stations and maintaining diversity of supply. It will also cover environmental issues, waste and decommissioning.

Upon completion, attendees will have an understanding of:
- The nuclear energy market;
- The limitations of renewable energy;
- The New Build process & timescales;
- Waste management and decommissioning;
- Technical aspects.

An Introduction to Waste Management & Decommissioning

Who Should Attend
Those who are looking for a brief introduction to the technology and practices that have been developed within the UK Nuclear Industry in support of waste management and decommissioning activities.

Overview
This workshop will give delegates an understanding of the fundamental issues of Nuclear Waste Management and Decommissioning.

The workshop will cover radioactivity, reactor designs, health physics, the nuclear fuel cycle, radioactive waste, decommissioning and nuclear power in the energy market.

Upon completion, attendees will have an understanding of:
- Waste management & decommissioning regulation and practice;
- Radiation and radioactive decay;
- Decommissioning and decontamination;
- Owners & stakeholders;
- The future of nuclear new build.
The Fundamentals of Nuclear

Who should attend
This course has been designed for industry practitioners who work in a variety of sectors who want to begin to understand the nuclear sector, and who are thinking of perhaps exploring the potential opportunities that exist for them within this sector.

Overview
The course is intended to be an introduction to those who have not previously worked in or for the nuclear industry but would like to become involved with the ‘nuclear renaissance’ taking place around the world.

The course will cover the history and development of the nuclear industry, radioactivity, nuclear power generation and its place in the energy market, reactor designs and the nuclear fuel cycle. It will also cover nuclear waste, legislation, decommissioning and New Build.

- The basics of the nuclear industry;
- Radioactivity;
- The nuclear fuel cycle;
- Nuclear power generation;
- Reprocessing;
- Decommissioning;
- Waste management;
- Regulation.

The Fundamentals of LNG

Who should attend
The course is designed for a wide range of attendees from both technical and non-technical backgrounds. It will be suitable for suppliers to the LNG industry to give them a broad knowledge of the processes involved and the technical/commercial issues affecting the business. It is also suitable for managers with specific knowledge of parts of the LNG business to gain a broader understanding of the overall LNG value chain and new entrants to the LNG business for an understanding of scope and size of the business and the activities involved. This course would also benefit those working in sales and finance as well as non-technical staff who require an overview of the LNG business, or anyone requiring an understanding of how the LNG industry works.

Overview
The course provides an understanding of the scope and size of the LNG industry, the value chain elements and the basic technologies involved. It also provides a commercial understanding of the value chain elements and the complexities involved in developing an LNG project.

The supply/demand overview provides an understanding of how the LNG industry has developed, the opportunities and constraints on future development and the challenges it faces.

Upon completion, attendees will have an understanding of:
- Liquefaction;
- Shipping;
- Terminal/ regasification;
- Plants worldwide;
- Markets/trade;
- Project development;
- Commercial issues.
The Fundamentals of Oil & Gas

Who should attend
This course is suitable for graduates and other newcomers to the industry; people from technical, non-technical and commercial backgrounds who have limited experience and wish to improve their familiarity with some of the processes involved.

Overview
The course takes the form of five modules to introduce the participants to the fundamentals of the oil & gas industry. The sessions follow the molecules through their journey from wellhead to a range of diverse applications. This will include the search for oil and gas, its extraction, processing, transportation and refining. It will also examine where the oil & gas industry is going in terms of future developments.

Upon completion, attendees will be able to:
• Understand how oil and gas are formed and where they are found;
• Comprehend the types of oil and gas deposits;
• Discuss exploration and production; operations, structures and costs;
• Explain the processing of oil & gas;
• Identify the transportation and refining process;
• Appreciate health and safety in the operating environment.

The Fundamentals of Power

Who should attend
This course has been designed for managers, engineers, graduates, operators, maintenance and other personnel who are new to or are requiring insight into the modern Power Generation industry. The course will provide an excellent overview for those from technical, non-technical and commercial backgrounds, who have limited experience and wish to improve their familiarity with some of the systems involved.

Overview
This one-day course will enable delegates to gain an appreciation of the fundamentals involved in the Power Generation industry and provide an appreciation of how a modern day power plant works.

It will provide a definition of terms used in the industry and discuss the energy conversion process as well as the systems found on power stations. Topics also include systems efficiency, comparison between conventional and CCGT plants and alternative sources. Attendees will also learn about electrical plant and systems, and the role of transmission and distribution systems.

Upon completion, attendees will be able to:
• Understand the terms used in the industry;
• Comprehend the energy conversion process;
• Identify the systems found on power stations;
• Appreciate the comparisons between conventional & CCGT plant;
• Explain renewable and alternative energy sources;
• Discuss the role of transmission and distribution systems.
The Fundamentals of Refining & Petrochemicals

Who should attend
This course has been designed for managers, engineers, graduates, operators and other personnel who are new or are requiring insight into the Refining & Petrochemicals industry. The course will provide an excellent overview for people from technical, non-technical and commercial backgrounds, who have limited experience and wish to improve their familiarity with some of the systems and technologies involved.

Overview
This one-day course will enable delegates to gain an appreciation of the fundamentals involved in the Refining & Petrochemicals industry. Delegates will gain insight into the key processes and technologies behind modern day refineries and petrochemical complexes.

The Fundamentals of Subsea

Who should attend
This course has been designed for managers, engineers, graduates, operators and other personnel who are new or are requiring insight into the subsea industry. The course will provide an excellent overview for people from technical, non-technical and commercial backgrounds, who have limited experience and wish to improve their familiarity with some of the systems involved.

Overview
This one-day workshop will enable delegates to gain an appreciation of the fundamentals involved in the subsea industry. Delegates will gain insight into the key processes, technologies and equipment behind contemporary subsea production systems.
Who Should Attend
This course introduces the basics and terminology of offshore exploration and production development to new employees or non-technical staff employed in service companies or those who require an understanding of this important industry.

Overview
This one-day course provides a comprehensive overview of offshore oil and gas development. The day will cover the formation of oil and gas, the history and current exploration and production methods, current solutions to deepwater, arctic, seismic and other environmental challenges, and the relationships between international oil companies and national oil companies.

The course consists of four modules; Origins of Oil & Gas (Hydrocarbons), Prospecting & Exploration, Offshore Field Development and The future of Hydrocarbons – The Challenges.

Upon completion, attendees will have an understanding of:

- How hydrocarbons are formed and where they are found;
- Seismic surveying and exploration drilling;
- Offshore field development;
- Production platforms, fixed and floating subsea production;
- Conceptual development: front end engineering;
- Types of production and engineering contracts;
- Platform transportation & installation;
- Transporting hydrocarbons, pipelines and seaborne.
Negotiation Skills

Who should attend
This course is suitable for anyone from director or senior management level through to less experienced staff wishing to improve their negotiation skills. The skills learned will be of benefit to both technical and commercial disciplines, not only when dealing with clients and suppliers but also when dealing with colleagues or employees.

Overview
The course is designed to rapidly improve negotiation skills through highly interactive and spontaneous group discussion; delegates are involved in practical exercises from the very beginning and throughout the course.

Potential benefits:
- Focus more effectively on behaviour when negotiating;
- Achieve consistent results when confronted with different styles;
- Increase levels of assertiveness, persuasion and influence;
- Manage clients, suppliers, colleagues and employees more effectively.

Understanding Project Management

Who should attend
This course is aimed at engineers and other personnel who need a basic understanding of project management to be more effective in the workplace. It is also suitable for those who are considering becoming a project manager.

Overview
The course will use a simple project life cycle model to explain project management activity and output at different points in the project’s life, and will focus on good practice and danger areas. The course has general applicability, as it is not specific to industry, company or project management methodology, and will not cover the use of proprietary project management tools. The ideas will be explored using a case study. Part of the course will involve working in small groups to perform classroom exercises.

Potential benefits:
- Recognise the characteristics of a project;
- Identify project risk;
- Undertake financial analysis of a project;
- Define goals and objectives, the scope and work breakdown;
- Understand how to plan a project; deliverables, tasks, estimating, critical path, cost plans;
- Execute a project; track, report and review.
Technical Report Writing

Who should attend
This course is suitable for anyone in a technical profession who needs to write reports – engineers, scientists, consultants, technicians, chemists, etc.

Overview
This course will develop and improve the technical report writing skills of attendees. The course focuses on practical writing exercises and will provide the skills and tools needed to produce effective documents that deliver a clear and succinct message.

Tendering for Success; How to Write Winning Bids

Who should attend
This course is suitable for Sales Directors, Bid Managers, Estimating Managers, Marketing Managers, Financial Controllers, Managing Directors and anyone involved in writing tenders or managing bid teams.

Overview
This course will give delegates an understanding of the bid management process and a structure which can be used to produce high-impact, customer facing tenders. The course will cover a variety of areas, including selecting work to bid for, making it customer focused, how to sell at higher prices and beating the competition.
The New Manager

Who should attend
Engineers and others who have recently been promoted and are required to manage others in a team leader or supervisory role. This course is also suitable for more experienced managers who have not had formal training.

Overview
This course will bring into focus the aspects which are required to manage a team or an individual. It will enable delegates to examine their management style and understand how this style affects others in their team. It introduces different styles and provides a range of management tools including delegation, prioritisation and giving feedback.

A range of different learning methods will be used, including questionnaires, group discussion and interactive exercises.

The Experienced Manager

Who should attend
This course is ideal for anyone who has been a manager for at least two years and would like to develop their skills further. It is also suitable for those who have not undertaken previous management training.

Overview
‘Individuals leave managers not companies’, according to research. This course will help you to identify what you can do to make the difference to the people you manage. Good line management comes up time and time again as the most important thing an organisation can focus on. This two-day course will be a fusion of advanced interpersonal skills and enhanced team dynamic awareness.

Delegates will leave this course with a very clear idea of actions and approaches that can be used immediately.

The course will use a range of different learning methods including questionnaires, group discussion and interactive exercises.
Presentation Skills

Who should attend
This course is suitable for anyone who is required to give presentations and would like to deliver them with impact.

Overview
This course will establish a clear difference between great and average presentations. It will use a range of different learning methods including concept presentations, group discussion and interactive exercises. Finally, it will enable delegates to benchmark their presentations against a series of criteria for excellence and offer an opportunity to raise their own ‘presentation’ standards through practice.

Upon completion, attendees will be able to:
- Differentiate effective presentation aims from ineffective ones;
- Generate presentation milestones to move towards an aim;
- Analyse an audience and tailor messages to aid recall;
- Use memory techniques to look and sound professional and engage the audience;
- Deliver a presentation and receive feedback.

Time Management

Who should attend
This course is ideal for those who need to introduce effective time management skills into their working life or need to refresh their current skills.

Overview
In today’s high pressured business environment, time is becoming a limited and expensive resource. Effective time management is critical to the achievement of business and personal objectives and key tasks. This workshop concentrates on the knowledge, skills and behaviour necessary for attendees to develop new ways of managing themselves, and ultimately their time, more efficiently.

Upon completion, attendees will be able to:
- Identify their current pattern of time usage and analyse its effectiveness;
- Identify their major goals and objectives;
- Prioritise tasks according to their importance and urgency;
- Apply time planning techniques to daily, weekly and project planning;
- Identify and avoid the impact of time disrupters, or minimise the effects they may have on themselves and others.
Understanding Letters of Credit

Who should attend
This course will benefit all key personnel engaged in the Letters of Credit (L/C) process, including Export Sales, Finance Teams, Project Managers, Export Administrators, Customer Services and Shipping.

Overview
The course has been specifically designed to help exporting companies reduce the significant risks and costs associated with L/C received from buyers in new, difficult and emerging markets. Delegates will learn how to negotiate the most favourable L/C terms for their business, avoid unnecessary and costly amendments and discrepancies, and present documents which comply with the L/C terms.

Upon completion, attendees will have an understanding of:
- How to assess key export risks;
- Alternative methods of payment;
- Setting the scene;
- Practical Letters of Credit;
- The Rules - UCP 600 & ISBP;
- Preparing and checking documents.

Understanding Incoterms

Who Should Attend
This course will benefit all key personnel engaged in international trade procedures, including Export Sales, Purchasing Managers, Finance Teams, Project Managers, Export Administrators, Customer Services and Shipping.

Overview
The course has been specifically designed to help companies understand and correctly apply the correct delivery terms when moving goods around the world.

Delegates will learn how to select the most appropriate Incoterm rule for the mode of transport used and how to avoid potentially costly pitfalls and risks.

Upon completion, attendees will have an understanding of:
- What Incoterms are;
- The rules in detail;
- Putting Incoterms into practice.
Why do we need Contracts?

Who should attend
This course is aimed at engineers and other personnel who need an introduction to managing risk through the correct selection and drafting of contracts. It will help them engage constructively and intelligently with those at the sharp end of commercial management.

Overview
Commercial awareness is a necessity in all organisations and even those in non-commercial functions need to understand how their activities have commercial consequences. This course takes the main approaches to contract strategy such as lump sum, reimbursable and target cost contracts and explains their strengths, weaknesses and typical applications in addressing project goals. Using the subjects that appear in a typical contract contents list, the course explains the issues underlying the contract text: the problems which the draftsmen are trying to solve and some of the common solutions and pitfalls. Contract strategy is illustrated by a case study.

An Introduction to Social Media

Who Should Attend
Marketing & Communications professionals and any other staff with an interest in digital communications and social media marketing.

Overview
This one-day introductory session will provide an insight into a range of social media channels such as blogs, micro-blogs (Twitter) social networks (Facebook, LinkedIn), video-sharing sites (YouTube), and social bookmarking (Digg, Delicious).

The morning session will focus on social media basics, looking at the most popular social networking sites and learning from high profile success stories such as Starbucks, Dell and Oxfam. The afternoon session will focus on the use of social media, exploring the opportunities and challenges of putting a social media strategy in place.

Delegates will leave with an understanding of all the latest social media speak and equipped with a practical set of actions they can implement as soon as they return to the office.
An Introduction to the ATEX Directives 94/9/EC and 1999/92/EC

Who should attend
This workshop will be of benefit to all engineers with a responsibility for compliance with UK and European legislation in respect of Ex equipment and installations. It is particularly aimed at those who are new to the field and do not have in-depth knowledge of Ex techniques and those who have been working in the field for some time but need a review of the basics.

Overview
The workshop consists of a number of modules which build upon each other so that following a section on the basic chemistry and physics of explosions, it is clear how the various protection concepts work. The continuation of the workshop is concerned with how the protection concepts and the related installation rules fit with the two ATEX Directives and the IECEx international certification scheme.

The workshop will explain the basics of an explosion, classification of hazardous areas, selection of equipment, electrical and mechanical protection concepts. It will provide an overview of protective systems and an appreciation of the legal framework of the ATEX Directives 94/9/EC and 1999/92/EC. It will also discuss Conformity Assessment under 94/9/EC and IECEx.

Upon completion, attendees will be able to:
- Understand the fundamentals of explosions;
- Appreciate how the protection concepts work;
- Understand the origins of the two ATEX Directives;
- Comprehend the processes required to satisfy the two ATEX Directives;
- Understand the future impact of international developments.

An Introduction to the Pressure Equipment Directive 97/23/EC and the UK Pressure Systems Safety Regulations 2000

Who should attend
This workshop will be of benefit to all engineers with a responsibility for compliance with UK and European legislation for both new and in-service pressure equipment.

Overview
The workshop will be presented in two parts: firstly, an overview of the Pressure Equipment Directive 97/23/EC (PED) focusing on:
- An introduction to European New Approach Directives;
- Scope of the PED and responsibilities;
- Essential safety requirements;
- Activities and responsibilities of the manufacturer and conformity assessment bodies;
- Conformity assessment modules;
- Global conformity assessment.

Secondly, an overview of the Pressure Systems Safety Regulations (PSSR) covering:
- An appreciation of the Pressure Systems Safety Regulations 2000;
- Understanding the interface between the PED and PSSR;
- What constitutes a pressure system?
- Fundamentals of Written Schemes of Examination;
- Actions and responsibilities of the User and Competent Person.

Upon completion, attendees will be able to:
- Understand the New Approach Directive framework;
- Use the PED selection procedure and determine equipment categories;
- Select appropriate conformity assessment modules;
- Comprehend the responsibilities of users of pressure equipment.
An Introduction to the Machinery Directive 2006/42/EC and CE marking

Who Should Attend
This workshop is designed for machinery manufacturers, importers of machinery, machinery designers, purchasers, mechanical engineers, project managers, machine and control system designers, safety or process engineers.

Overview
This one-day course covers a general overview of the Machinery Directive 2006/42/EC and CE marking.

The course will deal with CE marking obligations and the requirements of the Machinery Directive in particular. The training will allow delegates to assess how the requirements of the Machinery Directive apply to products and what may be required in order to comply.

Upon completion, attendees will be able to:
• Recognise the requirements of the Machinery Directive;
• Understand the relationship between the Machinery Directive and other major EC Directives;
• Appreciate the risk assessment process and the Essential Health and Safety Requirements;
• Identify the requirements and components of a technical file.

Safety for Senior Executives (IOSH accredited)

Who Should Attend
This course is suitable for senior personnel with strategic responsibility for determining and implementing effective health and safety management systems within the organisation.

This course is also highly recommended for those working in manufacturing who require a basic overview of safety and an understanding of the legal issues affecting safety at work.

Overview
This course helps senior managers to integrate health and safety management into strategic business planning and monitoring. It also updates managers on the key legal drivers within the UK and consequences of failure, in legal, financial and moral terms. Key subjects include:
• Review of responsibilities of employers, employees, contractors and senior executives under the Health and Safety at Work Act (including corporate manslaughter);
• Relevance, importance and benefits of integrating the safety policy into other business objectives;
• Outline of legal systems for criminal liability and civil liability;
• Enforcement standards and protocols of inspectors;
• Integrating management systems with health and safety (planning, implementing, monitoring and reviewing);
• Management of accidents, accident prevention and reporting;
• Fire management.

Upon completion, attendees will be able to:
• Understand the Health and Safety role and responsibilities of senior executives;
• Recognise the importance of integrating Health and Safety objectives with other business objectives;
• Appreciate the risk assessment process and the Essential Health and Safety Requirements;
• Be aware of the consequences of failing to manage Health and Safety;
• Understand the principles of a management system, continual improvement and annual reporting;
• Understand how Health and Safety can be integrated into other business objectives.
The EIC is the leading trade association providing dedicated services to help members understand, identify and pursue global business opportunities. Established in 1943, the EIC is a not-for-profit organisation with a large membership of UK-registered companies who deliver goods and services to the energy industries worldwide.

The EIC’s membership operates across the oil & gas, petrochemical, pipeline, power, nuclear and renewable industries, collectively employing over a million people and generating over £100 billion in revenues out of their UK-based operations.

Headquartered in London, the EIC has a global network of offices, from regional UK offices in Billingham and Aberdeen, to international offices in Rio de Janeiro, Houston, Dubai, Singapore and Beijing.

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