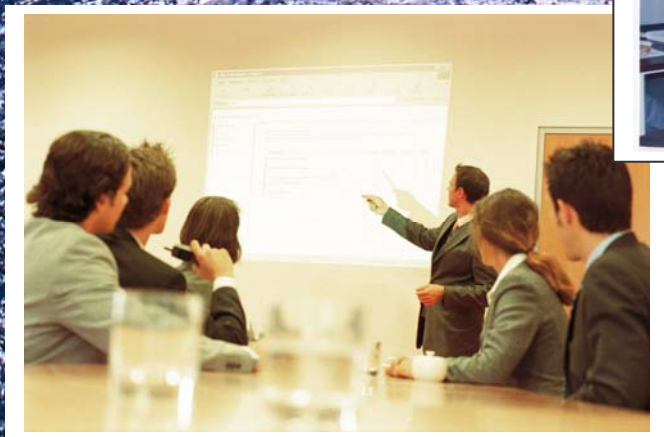




THE DELTON GROUP

MANPOWER TRAINING CONSULTANCY

SHORT COURSE PROGRAMME TOPICS LISTING





Delton Short Course Programmes

English Language

Technical English Language
English Language for the Oil Industry

Oil Industry Familiarisation

International Oil and Gas Industry overview for non technical staff
Basic Oil and Gas Production and Processing
Basic Petroleum Technology
An overview of the latest developments in the International Oil and Gas Industry

Oil & Gas Production Process Systems

Reservoirs, Completions and Wellheads
Onshore Oil Field Operations
Introduction to Refinery Operations
Gas Processing Engineering
Gas compression calculations
Gas processing
NGL and LNG production
Principles of refrigeration and cryogenics
International Oil Supply, Transportation, Refining and Trading
Process Operations for Technicians
3 Stage Separators - How to fault-find and maintain instruments
Basics of NGL extraction
Glycol dehydration & recovery
Troubleshooting Refinery and Petrochemical Plants

Offsites Systems

Pipeline Operations and Maintenance
Tank Farm Operations
Pipeline Design, Construction and Mechanical Integrity



Mechanical

Heat Exchangers (Shell & Tube)

Mechanical Seals

Bearings

Compressors and Pumps

Centrifugal pumps. Principles, safe operation, performance and Troubleshooting.

Root cause failure analysis

Machinery failure analysis and troubleshooting

Plant Reliability

Safety Relief Valve Design, Operation, Inspection and Repair

Gas Turbine Design, Performance and Mechanical Integrity

Bentley-Nevada 3300 series Vibration Monitor (Introduction to Vibration

Monitoring and maintenance)

Advanced vibration monitoring

Machinery Failure - Analysis & Prevention

International welding codes

Computerised Maintenance Management and Field Asset Management Systems

Maintenance and Reliability Engineering

Maintenance Shutdown Planning Workshop

Root Cause Failure Analysis

Modern Maintenance Technologies

Mechanical Integrity and Reliability in Refineries, Petrochemical and Process Plants

Process Equipment and Piping

Control & Instrumentation

DCS – Introduction, intermediate and advanced

SCADA / Instrumentation

Computerised control systems (DCS & SCADA)

Data Communications for SCADA

SCADA Systems and SCADA Communications

Final Control Elements

Flow Measurement 1 - Fluid flow properties and basic flow meters

Flow Measurement 2 - Liquid and Gas measuring (fiscal standards)

Fundamentals of Process Instrumentation for Operation staff

Gas Flow Measurement

HVAC Compressor appreciation (For Electrical and/or Instrument Techs)

Instrument Maintenance Basics - Calibration & Tuning

Fundamentals of Fluids

Analytical Instrumentation Systems

Flow Metering (for Custody Transfer and Fiscal Purposes)

Process Control Instrumentation

Programmable Controllers (PLC's)

Distributed Control Systems (DCS)



Electrical

Electrical Project Management
Power Plants – D Load Shedding
Power Plants – Condition Monitoring
Power Plants – Connecting by DC links
Low Voltage Circuit Breakers
Hazardous Area Classification
Electrical Motors - Air Conditioning/Refrigeration (Fault-finding & Maintenance)
UPS systems
HVAC Maintenance and Operations

HSE / HAZOP

Stress and health
Fit For Service
Risk Based Inspection
Offshore Survival Training
Quantitative and Qualitative Risk Assessment
COSHH Safety
Environmental Studies
Environmental Systems Management
Permit to Work
Risk Assessment
Safety Leadership
Emergency Response, Confines Space Entry, PPE etc (as combined package)
Enhanced Site Safety Leadership
Hazardous Areas & Protection
Risk Analysis, Safety Systems and Intrinsic Safety
Safety Engineering and Risk Management
Implementing a HSE Management System
Hazardous Waste Management and Pollution Control
Developing and Effective Safety Culture
Risk Based Inspection (RBI)
Internal Auditing of HSE Management Systems
Health and Safety Management

Training

Train the Trainer
Introduction to Competency Assessment
Practical Construction of Training Modules that succeed
The benefits of broad foundation training
Training - Construction of OJT Syllabus and Competency Assessment
How to construct a Gap-Assessment manual



Human Resources Management

Introduction to Human Resources Management
Human Resources Development and Personnel Management
Essential Skills for Effective Training Administration
Manpower Organisation, Succession Planning and Trend Analysis
Advanced Selection, Interviewing and Recruitment skills
Employee Relations and Motivation
Mastering the Training Cycle
Identification and Analysis of Training Needs
Training Evaluation and Assessment

Finance Management, Economics and Budgeting

Petroleum Financial Management
Logistics and Supply Management
Business and Finance Management Part 1 and 2
Corporate Strategy
Financial Planning and Control
ISO 9001
Quality Control and Performance
Operations Management and Oil Accounting
Quality Control and Performance
Administration and Supervisory Skills
Corporate Financial Planning, Budgeting and Control
Fundamentals of Finance and Accounting
Understanding Finance to Influence Strategic Decisions
Financial Analysis, Planning and Control
Refinery and Supply Economics

Management and Leadership Skills

The Supervisor Development Programme
Communicating and Influencing with Impact
Motivation and Behavior
Mastering International Negotiations
Dynamics of Leadership
The Competent Manager
Negotiation and Conflict Management in Organisations
Motivating, Coaching, Counseling and Mentoring
Enhancing Leadership Skills with Effective Interpersonal Interaction
Mastering People Management and Decision Making
Leadership, Communication and Interpersonal Skills
The Middle Manager Development Programme : Creating Future Leaders
Strategic Planning and Goal Setting
Powerful Presentation and Public Speaking Skills



Contracts, Procurement and Purchasing
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Effective Purchasing, Tendering and Supplier Selection
--

Procurement Best Practices

Managing and Negotiating with Consultants and Contractors

Project Management

Project Management for IT

Economic and Technical Evaluations in Engineering and Maintenance Projects
--

Practical Project Monitoring

Improving your Project Management Skills
--

Technical Project Management



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