



An ISO 9001:2008 & ISO 29990:2010  
Certified Company

An HR Certification Institute (HRCI) Pre-Approved Programme

# Coaching for Success in the Oil & Gas Industry

13 - 17 Nov 2016  
Dubai, United Arab Emirates



17-SEP-15





# Coaching for Success in the Oil & Gas Industry

This is an HR Certification Institute (HRCI) Pre-Approved Programme

## Why Choose this Course?

An effective coaching process will include a range of techniques from communication skills, counselling techniques, human psychological processes and an understanding of human development. This course will introduce participants to the core skills of Workplace Coaching and will focus on the application of these skills in the Oil and Gas Environment.

This course will feature:

- Explore Cultural issues and Coaching
- Coaching as an essential skill for leadership success
- Practical skills workshop conducted each day where what has been learnt will be put into practice
- Developed to address the core coaching competencies needed to act as a coach in an Oil & Gas environment

## What are the Goals?

By the end of this course participants will be able to:

- Demonstrate coaching skills suitable for the Oil & Gas Industry
- Utilise modern coaching techniques in the workplace
- Choose the correct coaching model and techniques to get the results
- Apply motivational coaching techniques
- Prepare a coaching session suitable for use in the Oil & Gas Industry

## How will this be Presented?

This Course will be presented in a highly collaborative presentation style. Individual and group activities will intersperse the sessions. Video presentations will highlight the major teaching features. A variety of Practical Sessions and Role Plays and group interaction are programmed into this Course.

## Course Schedule:

Dubai,  
United Arab Emirates  
13 - 17 Nov 2016

## Who is this Course for?

This course is suitable for anyone who wishes to develop their skills in coaching others. Participants would be expected to have competence in communication skills, though these will be further developed in this course. In particular this course would suit:

- Managers, Supervisors and Team Leaders in the Oil & Gas Industry
- Human Resource (HR) personnel
- People who need to coach others in their day-to-day work
- Anyone involved in learning & development or talent management

## The Certificate

- AZTech Certificate of Completion for delegates who attend and complete the course.
- The HRCI Approved Provider Seal and the corresponding Re-certification Credit Hours Awarded will be reflected in the Certificate of Completion.



# THE COURSE CONTENT

## DAY 01

Coaching Foundation

- Distinguishing between coaching, mentoring and counselling
- How does coaching differ in the Oil & Gas Industry
- Coaching process elements and how they interrelate
- Key coaching skills
- Meeting ethical guidelines and professional standards
- Workshop: Coaching skills evaluated

## DAY 02

Advanced Communication for Coaching

- Understanding your personal communication style
- Asking versus telling
- Active listening & questioning techniques
- SOLER Model for coaching
- Language - verbal and non-verbal
- Workshop: Feedback with Emotional Intelligence

## DAY 03

Co-Creating the Relationship

- Oil & Gas Industry – Case Studies
- Motivational coaching
- The Coaching Cycle
- Preparation, Explanation, Demonstration and Imitation
- Consolidation and Review in the Cycle
- Workshop: Plan a coaching session

## DAY 04

Mentoring & Coaching

- Workshop: Reviewed coaching session
- Coaching & mentoring - the differences
- Corporate mentorship programs
- Most commonly used techniques among mentors
- Career planning & Talent Management
- Workshop: Career Planning in the Oil & Gas Industry

## DAY 05

Facilitating Learning and Results

- Understanding human development and learning
- Learning Styles – Honey & Mumford
- Coaching Generation 'X' & 'Y'
- Hofstede's cultural dimensions
- Culture & coaching
- Coaching for success in the Oil & Gas Industry

### Professional Recognition and Accreditation



HRCI's pre-approved programs will have the Approved Provider Seal

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

# Coaching for Success in the Oil & Gas Industry

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

Date	Venue	Fees(USD)	Book your seat
13 - 17 Nov 2016	Dubai	\$4,950	<a href="#">Register Now</a>

This fee is inclusive of Documentation, Lunch and Refreshments

## REGISTRATION DETAILS

Family Name:

First Name (Mr./Ms.):

Position:

Company:

Mailing Address:

Telephone

Mobile

Fax

Email

## AUTHORISATION

Authorised by:

Position:

Telephone

Fax

Email

Postal Address:

## MODE OF PAYMENT

- Please invoice my company
- Please invoice me
- Please find enclosed a cheque payable to AZTECH

## CERTIFICATION

AZTech Certificate of Completion will only be awarded to those delegates who attend and complete the course.

The HRCI Approved Provider Seal and the corresponding Re-certification Credit Hours Awarded will be reflected in the Certificate of Attendance.

## HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the course.

## CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

## EVENT DISCLAIMER

**We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion.** If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

## 4 WAYS TO REGISTER

Tel: **+971 4 427 5400**  
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