



**SPENC Integrated Services & Consulting Ltd**

Training | Consulting | Research | Publication

## SPENC INTEGRATED SERVICES & CONSULTING LIMITED

### TRAINING COURSES CALENDAR For 2026

**BOOKING INFO**  
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## 2026 Calendar

TRAINING CLASSIFICATION & COURSE TITLES			DURATI ON	Q1	Q2	Q3	Q4
<b>A</b>		<b>MASTERCLASSES &amp; WORKSHOPS</b>					
	1	Skill Level – 5 Days Intensive WRFM Workshop	5 Days		2026		2026
	2	Petroleum Economics Master Class For Value Optimisation	3 Days	2026		2026	
	3	Well Stimulation Using Models - Oil & Gas Technology Workshop	3 Days	2026			
	4	Secondary and Enhanced Hydrocarbon Recovery Technology Workshop	5 Days				
<b>B</b>		<b>SAFETY &amp; ISO CERTIFICATION</b>					
	1	ISO 9001:2015 QUALITY MANAGEMENT SYSTEM LEAD AUDITOR COURSE	5 Days		2026	2026	2026
	2	ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM LEAD AUDITOR COURSE	5 Days		2026	2026	2026
	3	ISO 45001: 2018 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM LEAD AUDITOR COURSE	5 Days		2026	2026	2026
	4	IOSH WORKING & MANAGING SAFELY	5 Days		2026	2026	2026
<b>C</b>		<b>LEADERSHIP, PROFESSIONAL DEVELOPMENT &amp; WORKPLACE ESSENTIALS</b>					
	1	STRATEGIC LEADERSHIP IN THE E&P BUSINESS	4 Days	2026	2026		2026
	2	LEADING WITHOUT FORMAL AUTHORITY	4 Days	2026	2026		2026
	3	WORKPLACE PERSONALITY AND EFFECTIVE COMMUNICATION	4 Days	2026	2026		2026
	4	TIME MANAGEMENT FOR IMPROVED PERSONAL EFFECTIVENESS	4 Days	2026	2026		2026
	5	MICROSOFT EXCEL (BASIC)	3 Days	2026	2026		2026
	6	MICROSOFT EXCEL (INTERMEDIATE)	4 Days	2026	2026		2026
	7	DEVELOPING THE LEADER WITHIN YOU	3 Days	2026	2026		2026
	8	EVERYONE COMMUNICATES, FEW CONNECT	3 Days	2026	2026		2026
	9	LEADERSHIP GOLD	3 Days	2026	2026		2026
	10	21 IRREFUTABLE LAWS OF LEADERSHIP	3 Days	2026	2026		2026
<b>D</b>		<b>FUNCTIONAL</b>					
	1	INTERNATIONAL OIL AND GAS EXPLOITATION CONTRACTS	5 Days	2026	2026		2026
	2	CONTRACTS, PROCUREMENTS, AND PARTNERING (GENERAL)	4 Days	2026	2026		2026
	3	CONTRACTS, PROCUREMENT AND PARTNERING FOR THE OIL AND GAS INDUSTRY	4 Days	2026	2026		2026
	4	SUPPLY CHAIN STRATEGY	5 Days	2026	2026		2026
	5	MANAGING SERVICE CONTRACTOR QUALITY: API Q2	5 Days	2026	2026		2026
	6	INTRODUCTION TO PETROLEUM EXPLORATION AND PRODUCTION	5 Days	2026	2026		2026
<b>E</b>		<b>TECHNICAL</b>					

	1	APPLIED RESERVOIR ENGINEERING	5 Days	2026	2026		2026
	2	BASIC DRILLING, COMPLETIONS AND WORKOVER	5 Days	2026	2026	2026	2026
	3	PRODUCTION ENGINEERING OVERVIEW	4 Days	2026	2026	2026	2026
	4	GEOLOGY FOR ENGINEERS	5 Days	2026	2026	2026	2026
	5	DATA MANAGEMENT AND VISUALIZATION FOR ENGINEERS AND SCIENTISTS	5 Days	2026	2026	2026	2026
	6	ADVANCE COMPUTER APPRECIATION	5 Days	2026	2026	2026	2026
	7	APPLICATION OF ICT IN OIL AND GAS INDUSTRY	4 Days	2026	2026	2026	2026
	8	SEISMIC INTERPRETATION AND HYDROCARBON IDENTIFICATION	5 Days	2026	2026	2026	2026
	9	SANDSTONE RESERVOIRS	5 Days	2026	2026	2026	2026
	10	JOB SAFETY AND RISK ASSESSMENT	3 Days	2026	2026	2026	2026
	11	PETROLEUM ECONOMICS	5 Days	2026	2026	2026	2026
	12				Yes	Yes	Yes
	13	PIPELINE INTEGRITY MANAGEMENT	3 Days	2026	2026	2026	2026
	14	LIFTING AND RIGGING	3 Days	2026	2026	2026	2026
	15	RISK BASED INSPECTION	3 Days	2026	2026	2026	2026
	16	PRE-TRIP INSPECTION OF CARGO CARRY UNIT FOR OFFSHORE OPERATIONS	3 Days	2026	2026	2026	2026
	17	PROCESS CONTROL TECHNIQUES	3 Days	2026	2026	2026	2026
	18	PROCESS SAFETY MANAGEMENT	3 Days	2026	2026	2026	2026
	19	RIGG INSPECTION	2 Days online & 3 Days In-person	2026	2026	2026	2026
	20	PROJECTS AND FACILITY RISK ASSESSMENT	3 Days	2026	2026	2026	2026
	21	CHEMICAL PROCESS SAFETY, SAFETY CRITICAL ELEMENT AND EQUIPMENT	3 Days	2026	2026	2026	2026
	22	PROJECT MANAGEMENT PROFESSIONAL	2 Days online & 3 Days In-person	2026	2026	2026	2026
<b>F</b>		<b>MARITIME</b>					
	1	EFFICIENT CARGO AND BALLAST HANDLING COURSE	4 Days	2026	2026	2026	2026
	2	SHIPPING ROUTES AND LAW OF THE SEA	4 Days	2026	2026	2026	2026
	3	IMPROVING PORT PERFORMANCE	4 Days	2026	2026	2026	2026
	4	BASIC UNDERSTANDING OF PETROLEUM ENGINEERING – FLUID MEASUREMENT & CONVERSION	4 Days	2026	2026	2026	2026
	5	NIGERIAN MARITIME CABOTAGE POLICY AND LAW	4 Days	2026	2026	2026	2026
	6	FIRE PREVENTION AND PREVENTION ON BOARD SHIP	4 Days	2026	2026	2026	2026
	7	OIL TANKER TECHNOLOGY	4 Days	2026	2026	2026	2026
	8	BASIS OF MARITIME TRADE AND SHIPPING	4 Days	2026	2026	2026	2026

		DOCUMENTATION					
	9	APPLICATION OF SATELLITES TECHNOLOGY IN MARITIME SAFETY	4 Days	2026	2026	2026	2026
	10	TRANSPORTATION OF DANGEROUS GOODS BY SEA – IMDG CODE	4 Days	2026	2026	2026	2026
			4 Days	2026	2026	2026	2026

Notes:

- Our ISO related courses are Internationally accredited. These courses apart from the schedule shown above are also available for bespoke offer, that is tailored to meet client’s specific requirements, dates, and preferred location.
- The courses run on a quarterly basis as soon as we have the required minimum.
- All courses at the rate advertised in course details section of this proposal are assumed to be delivered at our training facilities in Lagos and Port Harcourt. We are able to deliver courses in SPE Training facilities at Abuja, Benin and Warri.
- Kigali and Doha: We have a number of courses scheduled to run at locations outside Nigeria. Please contact us for more information.
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**SAFETY & ISO CERTIFICATION/LEAD AUDITOR  
TRAINING COURSES**

## ISO 9001:2015 QUALITY MANAGEMENT SYSTEM LEAD AUDITOR COURSE

Course Objective	Course Outline	Target Attendees
Gain the confidence to effectively audit a quality management system (QMS) in accordance with internationally recognized best practice techniques. Demonstrate your commitment to quality by transforming existing auditor skills to ISO 9001:2015.	<ul style="list-style-type: none"> <li>Identify the aims and benefits of an ISO 9001:2015</li> <li>Plan, conduct and follow-up auditing activities that add value</li> <li>Grasp the application of risk-based thinking, leadership and process management</li> <li>Access the latest techniques and identify appropriate use</li> <li>Build stakeholder confidence by managing processes in line with the latest requirements</li> <li>Using gap analysis to conduct a baseline review of your current system</li> <li>Identify key benefits to your organization from implementing an effective QMS</li> <li>Develop a plan and determine the resources required for the implementation</li> <li>Apply good practice to the implementation using proven tools and techniques</li> <li>Implement a system that enables better response to customer requirements and market changes</li> <li>Provide products and services that consistently meet customer needs and enhance customer satisfaction.</li> </ul>	For employees, who want to build a career in implementation, management, and auditing of the management system
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

## ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM LEAD AUDITOR COURSE

Course Objective	Course Outline	Target Attendees
Help attendees gain the confidence to effectively audit an Environmental management system (EMS) in accordance with internationally recognized best practice techniques. Demonstrate your commitment to the Environment by transforming existing auditor skills to ISO 14001:2015.	<ul style="list-style-type: none"> <li>Identify the aims and benefits of an ISO 14001:2015</li> <li>Plan, conduct and follow-up auditing activities that add value</li> <li>Grasp the application of risk-based thinking, leadership and process management</li> <li>Access the latest techniques and identify appropriate use</li> <li>Build stakeholder confidence by managing processes in line with the latest requirements</li> <li>Using gap analysis to conduct a baseline review of your current system</li> <li>Identify key benefits to your organization from implementing an effective EMS</li> <li>Develop a plan and determine the resources required for the implementation</li> <li>Apply good practice to the implementation using proven tools and techniques</li> <li>Implement a system that enables better response to customer requirements and market changes</li> </ul>	All New Hires and Mid-Career Professionals in harbour/ coastal waters security role.
		<b>Training Locations:.</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

**ISO 45001: 2018 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM LEAD AUDITOR COURSE**

<b>Course Objective</b>	<b>Course Outline</b>	<b>Target Attendees</b>
Our OH&S Management Systems Auditor/Lead Auditor Training Course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to OH&S requirements.	<ul style="list-style-type: none"> <li>• Identify the aims and benefits of an ISO 45001</li> <li>• Interpret ISO 45001 requirements for audit application</li> <li>• Plan, conduct and follow-up auditing activities that add real value</li> <li>• Grasp the application of risk-based thinking, leadership and process management</li> <li>• Access the latest auditor techniques and identify appropriate use</li> <li>• Build stakeholder confidence by leading audit activities in line with the latest requirements</li> </ul>	For people, who want to build career in implementation, management and auditing of management system
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>	5 DAYS	

**IOSH WORKING & MANAGING SAFELY**

<b>Course Objective</b>	<b>Course Outline</b>	<b>Target Attendees</b>
The course will help companies improve the safety awareness culture in for all in the organisation, see productivity increase and enhance companywide reputation within the industry by embedding safety and health across the whole organisation.	<ul style="list-style-type: none"> <li>• Use of case studies with memorable and thought-provoking facts, clear examples and recognizable scenarios.</li> <li>• Learning how to keep checklists of materials supplied for subsequent use in workplace</li> <li>• Informal discussions</li> <li>• Evaluation using a multi-format quizzes and a multiple-choice hazard spotting exercises.</li> </ul>	For line managers
		<b>Training Locations:.</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>	5 DAYS	

**For training bookings and enquiries, please contact us:**

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**SPENC INTEGRATED SERVICES &  
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**LEADERSHIP & PROFESSIONAL DEVELOPMENT  
TRAINING COURSES**

### STRATEGIC LEADERSHIP IN THE E&P BUSINESS

Course Objective	Course Outline	Target Attendees
In this deep dive version is designed and delivered to give participants the capability to address and benefit from the strategic challenges and opportunities in the E & P business in Nigeria and world-wide	<ul style="list-style-type: none"> <li>Strategic Leadership Essentials for the E&amp;P Industry</li> <li>How to develop the requisite frames.</li> <li>How to develop the requisite character</li> <li>Skills needed for positive impact and how to develop them.</li> <li>Driving strategic changes</li> <li>Improving Personal performance</li> <li>Improving Organisation performance</li> <li>Effective Strategies to Leading across and Leading upward in the workplace</li> </ul>	executives, managers, regulators, planners, bankers, financiers, investors, business owners, technical and commercial professionals in the E & P business, who are desirous of enhancing their strategic leadership capabilities in order to improve personal and organizational performance <b>Training Locations:</b> Nigeria, Kigali, Dubai, etc. <b>Course Fee:</b> N3,500,000/per attendee Group discount is available. <b>Duration:</b> 5 DAYS

### LEADING WITHOUT FORMAL AUTHORITY

Course Objective	Course Outline	Target Attendees
To assist new hires acquire relevant leadership skills and behaviour that would help them achieve excellent results with their teams	<ul style="list-style-type: none"> <li>Myths about Leadership</li> <li>Qualities of an Effective Leader</li> <li>The Challenges of Leadership without a formal authority</li> <li>Effective Strategies to Leading across and Leading upward in the workplace</li> <li>Building Commitment and Trust in the Workplace</li> </ul>	All Employees <b>Training Locations:</b> Nigeria, Kigali, Dubai, etc. <b>Course Fee:</b> N3,000,000/per attendee Group discount is available. <b>Duration:</b> 4 DAYS

### WORKPLACE PERSONALITY AND EFFECTIVE COMMUNICATION

Course Objective	Course Outline	Target Attendees
To expose participants to personality and behavioural patterns and its application in communicating effectively.	<ul style="list-style-type: none"> <li>Understand and apply the Law of Awareness to recognize their strengths and limitations.</li> <li>Understand how others are different and how to work with each personality</li> <li>Learn how to build a stronger team that communicates, appreciates the style of others and work well together</li> <li>Learn effective strategies for handling conflict and personality clashes</li> </ul>	All Employees <b>Training Locations:</b> Nigeria, Kigali, Dubai, etc. <b>Course Fee:</b> N3,000,000/per attendee Group discount is available. <b>Duration:</b> 4 DAYS

### TIME MANAGEMENT FOR IMPROVED PERSONAL EFFECTIVENESS

Course Objective	Course Outline	Target Attendees
To improve employees' attitude to work and sharpen the spirit of commitment to duty for productivity	<ul style="list-style-type: none"> <li>Understand the nature of time and its implications for Organizational Effectiveness</li> <li>Management Skills for Effectiveness</li> <li>Time and Stress Management Skills</li> <li>Planning and Self Organisation</li> <li>Setting Goals and Establishing Priorities</li> </ul>	Managers, Staff, Engineers, Technicians and Admins that use Microsoft excel day to day <b>Training Locations:</b> Nigeria, Kigali, Dubai, etc. <b>Course Fee:</b> N3,000,000/per attendee Group discount is available.
<b>Duration:</b> 4 DAYS		

### MICROSOFT EXCEL (BASIC)

Course Objective	Course Outline	Target Attendees
A three-day practical class on	<ul style="list-style-type: none"> <li>Why Excel/Excel Basics – Basic Operations, Work with</li> </ul>	All Employees

Microsoft Excel (Basic) to increase knowledge of Microsoft Excel and proficiency at work. The training will cover introduction to Microsoft Excel for beginners, data management in Excel and using enhanced worksheet functions

- cells, Print the Worksheets, Work with Templates
- Managing data in Excel– Working with rows and columns, Using Functions and Sorting data, Creating references, Filtering and linking data
- Using Enhanced Worksheet Features – Create and Format Charts, Formulas and Functions, Reference Operators, Function instead of a Formula, Using Named Ranges Formulas and Functions

**Training Locations:**

Nigeria, Kigali, Dubai, etc.

**Course Fee:**

N2,500,000/per attendee  
Group discount is available.

**Duration:**

3 DAYS

### MICROSOFT EXCEL (INTERMEDIATE)

Course Objective	Course Outline	Target Attendees
This training is meant to provide necessary steps and coaching to enhance on the job productivity. This is achieved by increasing participants' knowledge of application of Microsoft Excel in their current job role.	<ul style="list-style-type: none"> <li>Using logical functions – Creating nested IF functions, and OR functions, Combining logical functions,</li> <li>Working with lookups – The VLOOKUP function, The HLOOKUP function,</li> <li>Advanced list management - Setting criteria for entry of text, values and dates,</li> <li>Using database functions - Setting up criteria - DSUM - DAVERAGE – DCOUNT</li> <li>PivotTables and PivotCharts – Using the PivotTable Wizard, Creating PivotCharts, Using Slicers to manipulate PivotTables</li> <li>Macros – Creating macros, Using the macro recorder, Viewing and editing macro VBA code</li> </ul>	Staff, Engineers, Technicians and Admins that use Microsoft Office and computer day to day and would like to improve their proficiency in general computing
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.
<b>Duration:</b>		
		4 DAYS

### DEVELOPING THE LEADER WITHIN YOU

Course Objective	Course Outline	Target Attendees
A three-day practical leadership workshop based on John Maxwell Leadership Principles, usually recommended for a team members and team leads, to help develop their ability to lead	<ul style="list-style-type: none"> <li>The Definition of Leadership: Influence</li> <li>The Key to Leadership: Priorities</li> <li>The Foundation of Leadership: Character</li> <li>The Ultimate Test of Leadership: Creating Positive Change</li> <li>The Quickest Way to Gain Leadership: Problem Solving</li> <li>The Extra Plus in Leadership: Attitude</li> <li>The Heart of Leadership: Serving People</li> <li>The Indispensable Quality of Leadership: Vision</li> <li>The Price Tag of Leadership: Self-Discipline</li> <li>The Expansion of Leadership: Personal Growth</li> </ul>	Team Members, Team leads, Mid-level managers
		<b>Training Locations:.</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N2,500,000/per attendee Group discount is available.
<b>Duration:</b>		
		3 DAYS

### EVERYONE COMMUNICATES, FEW CONNECT

Course Objective	Course Outline	Target Attendees
A three-day practical workshop on the power of not just communicating effectively with people but connecting with them, using John Maxwell's connecting principles.	<ul style="list-style-type: none"> <li>The Law of the Lid, The Law of Influence, The Law of Connecting Increases Your Influence In Every Situation</li> <li>Connecting Is All About Others</li> <li>Connecting Goes Beyond Words</li> <li>Connecting Always Requires Energy</li> <li>Connecting Is More Skill Than Natural Talent</li> <li>Connectors Connect on Common Ground</li> <li>Connectors Do the Difficult Work of Keeping It Simple</li> <li>Connectors Create an Experience Everyone Enjoys</li> <li>Connectors Inspire People</li> <li>Connectors Live What They Communicate</li> </ul>	For anyone within the organization
		<b>Training Locations:.</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N2,500,000/per attendee Group discount is available.
<b>Duration:</b>		
		3 DAYS

## LEADERSHIP GOLD

Course Objective	Course Outline	Target Attendees
A three-day practical leadership workshop based on nuggets of wisdom accumulated by John Maxwell during 30+ years of studying, practicing, and teaching leadership.	<ul style="list-style-type: none"> <li>The Toughest Person to Lead Is Always Yourself</li> <li>Defining Moments Define Your Leadership</li> <li>Best Leaders Are Listeners</li> <li>A Leader’s First Responsibility Is to Define Reality</li> <li>To See How the Leader Is Doing, Look at the People</li> <li>Your Biggest Mistake Is Not Asking What Mistake You’re Making</li> <li>Don’t Manage Your Time, Manage Your Life</li> <li>Keep Learning to Keep Leading</li> <li>Leaders Distinguish Themselves During Tough Times</li> <li>People Quit People Not Companies</li> <li>Experience Is Not the Best Teacher</li> <li>The Secret to a Good Meeting Is the Meeting before the Meeting</li> <li>Those Who Start the Journey with You Seldom Finish with You</li> <li>Few Leaders Are Successful Unless a Lot of People Want Them To Be</li> <li>People Will Summarize Your Life in One Sentence— Pick It Now</li> </ul>	Team leads, Mid-level managers, Managers
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N2,500,000/per attendee Group discount is available.
<b>Duration:</b>	3 DAYS	

## 21 IRREFUTABLE LAWS OF LEADERSHIP

Course Objective	Course Outline	Target Attendees
A three-day practical life changing leadership workshop, specially designed for top managers to enable them lead effectively	<ul style="list-style-type: none"> <li>The Law of the Lid, The Law of Influence, The Law of Process, The Law of Navigation</li> <li>The Law of Addition, The Law of Solid Ground, The Law of Respect, The Law of Intuition</li> <li>The Law of Magnetism, The Law of Connection, The Law of the Inner Circle</li> <li>The Law of Empowerment, The Law of the Picture</li> <li>The Law of Buy-In, The Law of Victory</li> <li>The Law of Momentum (The Big Mo), The Law of Priorities</li> <li>The Law of Sacrifice, The Law of Timing</li> <li>The Law of Explosive Growth, The Law of Legacy</li> </ul>	Managers – especially Senior Managers
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N2,500,000/per attendee Group discount is available.
<b>Duration:</b>	3 DAYS	

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**SPENC INTEGRATED SERVICES &  
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**FUNCTION TRAINING COURSES**

INTERNATIONAL OIL AND GAS EXPLOITATION CONTRACTS		
<b>Course Objective</b>	<b>Course Outline</b>	<b>Target Attendees</b>
During this course participants will learn about the pitfalls and challenges faced during the contract negotiations for access to oil and gas resources. Using petroleum industry case studies and realistic examples participants will receive a broad-based practical introduction to managing oil and gas exploration, as well as development and production contracts. Participants will work individually and in teams to tackle a variety of industry challenges	<ul style="list-style-type: none"> <li>The Contracts &amp; How They Work</li> <li>Contract Implications at Different Stages in Field Life</li> <li>Commercial Issues</li> <li>Financial and Non-Financial Issues</li> <li>Special Considerations</li> </ul>	Legal, Contracts, Procurement
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
		<b>Duration:</b>
		5 DAYS
CONTRACTS, PROCUREMENTS, AND PARTNERING (GENERAL)		
<b>Course Objective</b>	<b>Course Outline</b>	<b>Target Attendees</b>
The objective of this course is to provide a comprehensive overview of the contractual environment necessary for project team members to interface effectively with the contract and procurement function as part of their day-to-day work. It will be necessary to have an understanding of how a contract is formed, the key legal requirements underpinning a contract, and how a contract is administered	<ul style="list-style-type: none"> <li>The Project and Contracting Context, Alliancing and Partnering, and the Tender Process</li> <li>The Tender Process (Continued), Contract Structure, Payment Types, and Effective Negotiation</li> <li>Supply Chain Management, Contract Administration, and Dispute Resolution</li> </ul>	Legal, Contracts, Procurement
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.
		<b>Duration:</b>
		4 DAYS
CONTRACTS, PROCUREMENT AND PARTNERING FOR THE OIL AND GAS INDUSTRY		
<b>Course Objective</b>	<b>Course Outline</b>	<b>Target Attendees</b>
The objective of this course is to provide a comprehensive overview of the contractual environment necessary for project team members to interface effectively with the contract and procurement function as part of their day-to-day work. It will be necessary to have an understanding of how a contract is formed, the key legal requirements underpinning a contract, and how a contract is administered.	<ul style="list-style-type: none"> <li>Project &amp; Contract Context</li> <li>The Process of Tendering</li> <li>The Contract</li> <li>Contract Structure</li> <li>Contract Payment Types</li> <li>Effective Contract Negotiation</li> <li>Contractual Change</li> <li>Claims Administration</li> <li>Contract Administration</li> <li>Dispute Resolution</li> <li>Supply Chain Management</li> <li>Case Studies</li> </ul>	Legal, Contracts, Procurement
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.
		<b>Duration:</b>
		4 DAYS

## SUPPLY CHAIN STRATEGY

Course Objective	Course Outline	Target Attendees
<p>The objective of this course is to show participants how to adopt a "best-practice" model and outlines the latest thinking in upstream petroleum industry procurement. Extensive use will be made of oil industry case studies, examples and exercises, with participants working in syndicates to analyse problems and recommend solutions as they progress through the model.</p> <p>The emphasis will be on managing the supply chain in order to deliver maximum value at minimum cost, implementing a best-practice process, adopting innovative ways to select contractors, and prepare tender documents to manage contract risk.</p>	<ul style="list-style-type: none"> <li>• Best Practice Procurement and Supply Chain Management (SCM)</li> <li>• Contracts Strategies</li> <li>• Tendering Pre Contract Award</li> <li>• SCM Post Contract Award</li> <li>• Performance Management &amp; Review</li> </ul>	Supply Chain
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>		
5 DAYS		

## MANAGING SERVICE CONTRACTOR QUALITY: API Q2

Course Objective	Course Outline	Target Attendees
<p>The Course prepares the student to recognize the value of Management Systems, the use of a Quality Management System to manage Contractors, and how to participate in the assessment of a Contractor using the API Q2 Management System.</p>	<ul style="list-style-type: none"> <li>• Macondo: A Failure of Quality Management</li> <li>• What is a Management System? How does a Management System Work? Why has a Management System?</li> <li>• Examples and Scenarios in Support of Management System Approach to Contractor Risk Control.</li> <li>• API Q2 Specification History &amp; Overview</li> <li>• Service Quality Plans &amp; Quality Objectives</li> <li>• The "Process Approach" to Quality Management</li> <li>• Competency Management &amp; Requirements</li> <li>• Risk Assessment &amp; Management</li> <li>• Business Continuity, Emergency &amp; Crisis Management</li> <li>• Audits / Assessments / Inspections</li> <li>• The Fundamentals &amp; Principles of Auditing</li> <li>• Ethics and Standards of Conduct for Auditors</li> <li>• Reporting &amp; Communication of Findings Across Company Boundaries and Remedial Actions and Follow-up</li> </ul>	HSE
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
		<b>Duration:</b>
5DAYS		

## INTRODUCTION TO PETROLEUM EXPLORATION AND PRODUCTION

Course Objective	Course Outline	Target Attendees
<p>Petroleum Exploration and Production is an awareness level course designed for professionals associated with the oil and gas industry. The course content is designed to expose the participants to the full life cycle of the oil and gas industry. Participants will understand the functions of companies involved throughout the cycle and their roles and responsibilities. The course will provide an overview of technologies, workflows and processes that enable the oil and gas industry to explore, appraise, develop and produce hydrocarbons. Throughout the course, participants will learn the risks and rewards associated with the industry along with their social, environmental and financial impacts..</p>	<ul style="list-style-type: none"> <li>• Definition of hydrocarbon deposits and the key phases of the reservoir life cycle.</li> <li>• Principle of Exploration Geology and Geophysics. Introducing exploration technologies</li> <li>• Exploration business processes and risk assessment. Common risk segment maps (CRS) and 2D seismic</li> <li>• Drilling, main types of rigs and main rig sub-systems, , well design, directional drilling, etc.</li> <li>• Appraisal technologies and processes that define the rocks and fluids (Oil/Gas/Water) properties</li> <li>• Estimate and categorize resources and reserves, Field development planning activities using the appraisal information and petroleum economics and risk</li> <li>• Facilities Planning and Construction.</li> <li>• Technologies and processes required to prepare and produce well fluids; process the recovered fluid to separate oil, gas and water and sell oil and gas and dispose or reinject water</li> </ul>	All New hires
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>	5 DAYS	

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**SPENC INTEGRATED SERVICES &  
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**TECHNICAL TRAINING COURSES**

### APPLIED RESERVOIR ENGINEERING

Course Objective	Course Outline	Target Attendees
To equip petroleum engineers with fundamentals of reservoir engineering	<ul style="list-style-type: none"> <li>Understand fundamentals of reservoir engineering, including fluid flow in porous media, phase behaviour, fluid properties, material balance and reservoir drive mechanisms.</li> <li>Describe asset life cycles, professional roles, hydrocarbon reservoir descriptions</li> <li>Characterize and describe reservoir and its fluid in sufficient details to provide basis for a reservoir study</li> <li>Use reservoir engineering principles to predict for performance of different types of reservoirs including gas reservoirs</li> <li>Explain how classical reservoir engineering techniques and simulation modelling are used to develop reservoirs</li> </ul>	New hires in Petroleum Engineering related roles
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>	5 DAYS	

### BASIC DRILLING, COMPLETIONS AND WORKOVER

Course Objective	Course Outline	Target Attendees
To understand drilling and workover concepts	<ul style="list-style-type: none"> <li>Overview of drilling process, completions and well intervention</li> <li>Drill string components and drilling fluids</li> <li>Horizontal, multilateral and directional drilling</li> <li>Well stimulation and wireline techniques</li> <li>Understand drilling practices, comprehend drilling and workover reports and communicate with drilling personnel</li> <li>Understand and apply basic steps planning a drilling/workover program and coordinate a drilling team</li> </ul>	New hires in Petroleum Engineering related roles
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>	5 DAYS	

### PRODUCTION ENGINEERING OVERVIEW

Course Objective	Course Outline	Target Attendees
To understand both surface and subsurface production optimization and bottlenecks	<ul style="list-style-type: none"> <li>Understand production optimization concepts, Inflow Performance Analysis and Artificial lifts</li> <li>Understand flow conditions in pipes, fluid separation and Surface Production Systems</li> <li>Understand Internal workings of separators, pumps, compressors, valves and other treating equipment</li> </ul>	Managers, Staff, Engineers, Technicians and Admins that use Microsoft excel day to day
		<b>Training Locations:</b>
<b>Duration:</b>	4 DAYS	Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.

## GEOLOGY FOR ENGINEERS

Course Objective	Course Outline	Target Attendees
To understand application of geology concepts in petroleum engineering	<ul style="list-style-type: none"> <li>Understand basic petroleum geology with emphasis on conventional oil and natural gas reservoirs of clastic origin.</li> <li>Understand fundamental principles of sedimentary geology as applied to hydrocarbon exploration and reservoir development.</li> <li>Understand distribution of porosity and permeability in reservoirs produced in different depositional environments</li> </ul>	New hires in Petroleum Engineering related roles
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

## DATA MANAGEMENT AND VISUALIZATION FOR ENGINEERS AND SCIENTISTS

Course Objective	Course Outline	Target Attendees
To provide insight into the application of Data Science, Management, and Visualization	<ul style="list-style-type: none"> <li>Introduction to Data Science, Data Cleaning, Preparation Techniques and Relational Databases</li> <li>Understanding Data Pre-processing Techniques with Spreadsheets</li> <li>Fundamental Principles of Data Visualization and Result Presentation</li> </ul>	All New hires
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

## ADVANCE COMPUTER APPRECIATION

Course Objective	Course Outline	Target Attendees
To provide advanced understanding and use of Microsoft office.	<ul style="list-style-type: none"> <li>Use of advance functions and Macros in Microsoft Excel</li> <li>Understanding and customizing PowerPoints, creating and formatting presentations</li> <li>Getting started with Microsoft Outlook, customizing and organizing messages.</li> </ul>	All New hires
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

## APPLICATION OF ICT IN OIL AND GAS INDUSTRY

Course Objective	Course Outline	Target Attendees
To understand importance of Big Data analysis and use of Power BI	<ul style="list-style-type: none"> <li>Introduction to Bid Data Analytics</li> <li>Data Analytics Model and Lifecycle</li> <li>Hands on Data Analysis with Power BI</li> </ul>	All New hires
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
Duration:	5 DAYS	

## SEISMIC INTERPRETATION AND HYDROCARBON IDENTIFICATION

Course Objective	Course Outline	Target Attendees
To understand fundamentals of building stratigraphic framework and hydrocarbon identification	<ul style="list-style-type: none"> <li>Understand need for stratigraphic frameworks</li> <li>Utilize sequence stratigraphy concepts to predict reservoir distribution, seals and source rocks using seismic data</li> <li>Describe effect of reservoir fluids on rock properties and the seismic response of rocks</li> <li>Explain well and seismic data QC methods</li> <li>Improve subsurface interpretations and better business decision making from improved subsurface understanding</li> </ul>	New hires in Geoscience
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

## SANDSTONE RESERVOIRS

Course Objective	Course Outline	Target Attendees
To understand depositional systems and application of fundamentals of sedimentary principles.	<ul style="list-style-type: none"> <li>Understand clastic depositional environment and sequence stratigraphy</li> <li>Understand Lateral continuity and quality of seals</li> <li>Understand Sedimentary controls on porosity, permeability, saturation</li> <li>Predict reservoir size, shape, trend and quality</li> </ul>	New hires in Geoscience
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,500,000/per attendee Group discount is available.
		<b>Duration:</b> 5 DAYS

## JOB SAFETY AND RISK ASSESSMENT

Course Objective	Course Outline	Target Attendees
To be enable individual handle risk assessment	<ul style="list-style-type: none"> <li>Hazard vs Risk</li> <li>Definition of Risk</li> <li>Activity: Risk Perception</li> <li>Risk Characterization</li> <li>Overview of the process</li> <li>Risk Reduction</li> <li>Good Risk Communication</li> <li>What is Risk Analysis</li> </ul>	All New hires, especially those working in refineries, petroleum products and operations.
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,000,000/per attendee Group discount is available.
		<b>Duration:</b> 3 DAYS

## PETROLEUM ECONOMICS

Course Objective	Course Outline	Target Attendees
<p>This course is designed for learning the essential foundation of petroleum economics, project economic evaluation, and basic decision and risk analysis. Many key concepts will be covered including the time value of money, cash flow basics, common economic indicators, fiscal systems, and project selection fundamentals. Basic concepts of uncertainty and risk analysis will also be presented and discussed so that participants have a good foundation of industry best practices for many project economic evaluations. The participants will gain an understanding in petroleum economics, including an introduction to basic cash flow and net present value. The main types and elements of fiscal regimes around the world will be presented and discussed.</p>	<ul style="list-style-type: none"> <li>Introduction to Project Economics</li> <li>Cash Flow and Economic Indicators</li> <li>Fiscal Regimes</li> <li>Project Risk and Uncertainty</li> <li>Project Investment Analysis</li> </ul>	All New hires especially those in Upstream
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,500,000/per attendee Group discount is available.
<b>Duration:</b>	5 DAYS	

## OTHER SPECIALIST TRAINING

Course details for the underslisted courses are developed specific to the need to the organisation.

COURSE TITLE	DURATION	FEE (NGN)
<b>PIPELINE &amp; OFFSHORE FACILITY INSPECTION TECHNIQUES</b>	2	Available on request
<b>PIPELINE INTEGRITY MANAGEMENT</b>	3	Available on request
<b>LIFTING AND RIGGING</b>	3	Available on request
<b>RISK BASED INSPECTION</b>	3	Available on request
<b>PRE-TRIP INSPECTION OF CARGO CARRY UNIT FOR OFFSHORE OPERATIONS</b>	2	Available on request
<b>PROCESS CONTROL TECHNIQUES</b>	3	Available on request
<b>PROCESS SAFETY MANAGEMENT</b>	3	Available on request
<b>RIG INSPECTION</b>	3 and 5 days resp.	Available on request
<b>PROJECTS AND FACILITY RISK ASSESSMENT</b>	3	Available on request
<b>CHEMICAL PROCESS SAFETY, SAFETY CRITICAL ELEMENT AND EQUIPMENT</b>	3	Available on request
<b>PROJECT MANAGEMENT PROFESSIONAL</b>	5 (2days in-person)	Available on request

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**SPENC INTEGRATED SERVICES &  
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**MARITIME TRAINING COURSES**

### EFFICIENT CARGO AND BALLAST HANDLING COURSE

Course Objective	Course Outline	Target Attendees
The overall objective of this course is to ensure that mariners are trained and prepared to respond safely and efficiently for controlling the cargo handling and other operations on Tanker, required in today's Tanker trade.	<ul style="list-style-type: none"> <li>To develop better understanding basic operations of an oil tanker to be able handle the operations in safe manner.</li> <li>Loading on simulator with single and multiple cargos.</li> <li>Other Tanker Operations, Inserting, Purging Washing Operations</li> <li>Cargo calculations and metrics conversions</li> <li>Pump theory and Operations</li> <li>Tanker Hazards (Over-pressurization, Overfilling, Slack tanks, Stability issues)</li> <li>Gas pressure and volume measurement</li> </ul>	<ul style="list-style-type: none"> <li>New hires</li> <li>Deck officers</li> </ul>
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.
<b>Duration:</b>		
4 DAYS		

### SHIPPING ROUTES AND LAW OF THE SEA

Course Objective	Course Outline	Target Attendees
To help attendees understand the fundamental laws guiding the Maritime Industry. Attendees would also be made to understand the IMO provisions.	<ul style="list-style-type: none"> <li>UN Convention of the Law of the Sea</li> <li>Recognition and enforcement of law of the Sea</li> <li>Maritime law and practice relating ships' routeing so as to improve the safety of navigation in converging areas and in areas where the density of traffic is great or where freedom of movement of shipping is inhibited by restricted sea room, the existence of obstructions to navigation, limited depths or unfavourable meteorological conditions</li> </ul>	<ul style="list-style-type: none"> <li>New hires in nautical roles</li> </ul>
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.
<b>Duration:</b>		
4 DAYS		

### IMPROVING PORT PERFORMANCE

Course Objective	Course Outline	Target Attendees
Overall Objective – To help port operators and staff understand how to run ports operations in an efficient manner through the observance of best practices and use and maintenance of port equipment	<ul style="list-style-type: none"> <li>Port equipment</li> <li>Port equipment operations</li> <li>Port equipment maintenance</li> <li>Best practices in ports operation</li> </ul>	<ul style="list-style-type: none"> <li>New hires</li> <li>Port operations staff</li> </ul>
	<b>Training Locations:</b>	Nigeria, Kigali, Dubai, etc.
	<b>Course Fee:</b>	N3,000,000/per attendee Group discount is available.
	<b>Duration:</b>	4 DAYS

### BASIC UNDERSTANDING OF PETROLEUM ENGINEERING – FLUID MEASUREMENT & CONVERSION

Course Objective	Course Outline	Target Attendees
The overall objective of this course is to ensure that mariners are trained to have an overall understanding of petroleum engineering with emphasis on petroleum products properties,	<ul style="list-style-type: none"> <li>To develop better understanding basic petroleum engineering, petroleum products and their properties.</li> <li>Understand measurement standards acceptable in the petroleum industry</li> <li>Loading on simulator with single and multiple cargo types.</li> </ul>	<ul style="list-style-type: none"> <li>New hires</li> <li>Deck officers</li> <li>Ship inspectors</li> </ul>
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
<b>Course Fee:</b>		

measurement and conversion.	<ul style="list-style-type: none"> <li>• Other Tanker Operations, Inserting, Purging Washing Operations</li> <li>• Cargo calculations and metrics conversions</li> <li>• Pump theory and Operations</li> <li>• Tanker Hazards (Over-pressurization, Overfilling, Slack tanks, Stability issues)</li> <li>• Gas pressure and volume measurement</li> </ul>	N3,000,000/per attendee Group discount is available.
		<b>Duration:</b> 4 DAYS

### NIGERIAN MARITIME CABOTAGE POLICY AND LAW

Course Objective	Course Outline	Target Attendees
To provide insight into application of the Nigerian maritime cabotage law.	<ul style="list-style-type: none"> <li>• Definition: various forms and comparative national application of cabotage and benefits.</li> <li>• Coastal and Inland shipping (cabotage) Act, 2003. Coastwise shipping Laws (the JONES ACT, 1920).</li> <li>• Nigerian Coastline and Inland waterways. Ports and locations. Domestic shipping policy. National flags.</li> <li>• Types of Vessels, Types of Cargo, Cargo support and Cargo availability.</li> <li>• Seaman's Rights.</li> </ul>	<ul style="list-style-type: none"> <li>• All new hires</li> </ul>
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,000,000/per attendee Group discount is available.
		<b>Duration:</b> 4 DAYS

### FIRE PREVENTION AND PREVENTION ON BOARD SHIP

Course Objective	Course Outline	Target Attendees
To provide insight into application of fire safety prevention and management standards the Nigerian maritime	<ul style="list-style-type: none"> <li>• Causes of fire in the maritime industry.</li> <li>• Consequences of fire outbreak in the maritime industry.</li> <li>• Firefighting management on Board ship.</li> <li>• Firefighting procedures on Board ship.</li> <li>• Tactical components of safety on board for Firefighting.</li> <li>• Firefighting process hazards on Board ship.</li> <li>• Controlling electrical systems fire on Board ship.</li> <li>• First aid, fire investigation, and reporting on Board ship.</li> <li>• Ability to deal with injured persons on board a ship.</li> <li>• Practical sessions on fire prevention and fighting.</li> </ul>	<ul style="list-style-type: none"> <li>• All new hires and Mid-Career Professionals</li> </ul>
		<b>Training Locations:.</b> Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b> N3,000,000/per attendee Group discount is available.
		<b>Duration:</b> 4 DAYS

### OIL TANKER TECHNOLOGY

Course Objective	Course Outline	Target Attendees
The overall Objective is to introduce attendees to oil tanker technology, safety and best practices required to work on board	<ul style="list-style-type: none"> <li>• Introduction to oil and gas technology</li> <li>• History and nomenclature of oil tanker technology</li> <li>• Oil tanker business</li> <li>• Safety of oil tankers in Maritime water</li> <li>• Effect of pirate activity in oil tanker business</li> </ul>	<ul style="list-style-type: none"> <li>• All new hires and Mid-Career Professionals</li> </ul>
		<b>Course Fee:</b> N3,000,000/per attendee Group discount is available.
		<b>Training Locations:</b> Nigeria, Kigali, Dubai, etc.
		<b>Duration:</b> 4 DAYS

### BASIS OF MARITIME TRADE AND SHIPPING DOCUMENTATION

Course Objective	Course Outline	Target Attendees
The objective of this course include to help attendees identify shipping constraints in international Maritime industry including understanding concept of flag of convenience	<ul style="list-style-type: none"> <li>• Identification of shipping constraints in the international Maritime industry</li> <li>• Understanding the concept of flag of convenience</li> <li>• Study on shipping contribution to the balance of payments</li> </ul>	All New Hires and Mid-Career Professionals in ship inspection roles
<b>Training Locations:</b>	<b>Course Fee:</b>	<b>Duration:</b>
Nigeria, Kigali, Dubai, etc.	N3,000,000/per attendee Group discount is available.	4 DAYS

### APPLICATION OF SATELLITES TECHNOLOGY IN MARITIME SAFETY

Course Objective	Course Outline	Target Attendees
To help attendees familiarise with the types of technologies available for vessel tracking and their applications.	<ul style="list-style-type: none"> <li>• Application of satellites technology in the detection of piracy activities</li> <li>• Studies in changes in ocean currents</li> <li>• Rerouting of ships in Maritime operation</li> <li>• Satellites technology application in oil spill detection using geospatial technology</li> <li>• Vessel tracking operation</li> </ul>	All New Hires and Mid-Career Professionals in harbour/ coastal waters security role.
<b>Training Locations:</b>	<b>Course Fee:</b>	<b>Duration:</b>
Nigeria, Kigali, Dubai, etc.	N3,000,000/per attendee Group discount is available.	4 DAYS

### TRANSPORTATION OF DANGEROUS GOODS BY SEA – IMDG CODE

Course Objective	Course Outline	Target Attendees
To help attendees in the preparation and shipment of non-bulk packages, intermediate bulk containers, and large packaging	<ul style="list-style-type: none"> <li>• Introduction and general awareness of IMDG</li> <li>• Determine the Proper Shipping Name, Hazard Class, the Basic Description, including Packing Group and Selection of appropriate packaging</li> <li>• Determine total quantity of material being shipped, identify relevant packing instructions, ensure required labels, marks are affixed, complete and sign the transport documentation</li> <li>• Determine safety and emergency response, review security awareness requirements</li> </ul>	All new hires and Mid-Career Professionals
		<b>Training Locations:</b>
		Nigeria, Kigali, Dubai, etc.
		<b>Course Fee:</b>
		N3,000,000/per attendee Group discount is available.
		<b>Duration:</b>
		4 DAYS

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