

OVERVIEW

This interactive workshop is designed for individuals interested in the development of competent personnel through the application of modern competency development processes. During the first two days delegates learn the fundamentals of personnel development including the relationship between the HR Scorecard, the Workforce Scorecard and how they relate to achieving the strategic objectives of the organization. The remaining two days are devoted to application of the competency management process in the development of personnel to meet the strategic needs of the organization. This involves the practical application of the competency management process: preparing job descriptions, developing competency statements and models, understanding and conducting employee assessments, capturing learning gaps and preparing appropriate development plans to eliminate the gaps. IHRDC's CMS Online will be used to demonstrate how this process is captured and administered within an online working system.

WHO SHOULD ATTEND

This workshop is designed for individuals, including HR, training, functional managers and key staff members, interested in the development of competent personnel.

INSTRUCTIONAL FORMAT

The learning format consists of short lectures, group discussion, and practical demonstrations and assignments that enhance the learning and allow participants to apply these modern "best practices" immediately upon returning to their organizations.

LECTURE CONTENT:

Human Capital Issues and HR Update
Overview of HR Strategic Planning
What is Competence?
Developing Competent People
HR Competencies
Leadership, Technical and Behavioral Competencies
HR Balanced Scorecard
Competency Assurance
Job Descriptions
Competency Models
Skill Gap Assessment
Individual Development Plans
Training Alignment

WORKSHOP

The program consists of several project workshops conducted in a team environment. Participants will have the opportunity to work individually on their own HR strategic plan and also work in teams discussing the elements of their strategic plans. There will be workshop activities around developing Job Descriptions, Competency Statements and Competency Models as elements of the Assessment Process. The workshop will reinforce the complete competency development process and allow participants to take away a practical hands-on experience from the program.

The sessions include:

- Creating an Individual Strategic Plan
- Outlining a Balanced Scorecard
- Developing a Job Description Template
- Building Competency Statements
- Developing a Job Competency Model
- Performing Assessment Activities
- Individual Development Plans
- Training Alignment

"Thank you for the valuable workshop conducted in Doha. . . . this training depended in large part on the quality of the trainers. A good trainer is the key to a great training experience and the method implemented by you of having two experienced instructors delivering the same material was a very good approach because we could gain more knowledge from both of you."

— Dr. Al-Ademi, SAFER Oil Company Yemen

INSTRUCTORS



ROBERT W. TAYLOR is Vice President of Global Business Development for IHRDC and an instructor in its Energy Management Programs. Since joining IHRDC in 1999, he has coordinated worldwide sales and business opportunities in Asia Pacific and Sub Sahara Africa, provided learning and competency development advice and ensured quality products and services for all IHRDC clients. From 1977 to 1999, Mr. Taylor held positions of increasing responsibility for Otis Engineering and Halliburton Energy Services. In 1995, he became the Halliburton Scandinavian Business Development Manager, responsible for all of the service offerings of Halliburton and for proposing commercial opportunities involving integrated services and products. Mr. Taylor holds a Master's Degree in Adult and Organizational Learning from Suffolk University, and a B.S. degree in Mechanical Engineering from the University of Kentucky. Recently, he has completed certificate level courses from Cornell ILR School in Advanced HR Studies. He is a long-time member of the Society of Petroleum Engineers, ASTD, and an author of numerous technical and professional papers.



AYMAN A. MENEASSY, Vice President and Regional Manager for the Middle East/North Africa. Since joining IHRDC in 1986 as Regional Sales Manager for the Middle East he has been responsible for building IHRDC's business in that region. In addition, he has organized a highly competent group of internationally experienced Egyptian instructors to teach short courses in technology and management throughout the region. More recently, he has developed a strong team of specialists and support personnel to develop and teach long-term training programs for skilled and semi-skilled personnel in petroleum operations and maintenance. Mr. Meneassy has a B.S. degree in Geology from Victoria College in Alexandria and an M.S. degree in Petroleum Engineering from Imperial College, London. Prior to joining IHRDC he served as wellsite geologist and pressure control engineer with ExLog, a division of Baker-Hughes, in various regions of Europe and Africa. Mr. Meneassy is a member of the AAPG, SPE, ASTD, AMA and he holds an Assessor/Verifier OPITO Certified status.

PROGRAM LOCATION & SCHEDULE

The program will begin on Tuesday morning with registration at 7:30am and end at 5:00pm on Friday. Participants may be asked to stay later on some of the first few evenings to complete workshop sessions. Hotel details will be provided upon registration.

Enrollment Fees: Bali, Indonesia: US\$3,150

**IHRDC will provide a discount to companies who enroll five or more participants in one program.*

PLEASE ENROLL ME IN: BALI, INDONESIA

HUMAN RESOURCES AND COMPETENCY MANAGEMENT WORKSHOP

Name _____

Title/Position _____

Company _____

Address _____

City/State _____

Country _____

Telephone _____

Fax _____

E-mail _____

PAYMENT METHOD

Fee Enclosed Please Invoice Send to the attention of: _____

Mastercard Visa American Express Discover

Card Number _____ Exp. Date _____

Signature of Cardholder _____

TO REGISTER PLEASE CONTACT IHRDC AT:

REGISTRAR@IHRDC.COM; Fax: 1.617.536.4396 or Phone: 1.617.536.0202

WWW.IHRDC.COM

ADDITIONAL WORKSHOP OFFERING:

LNG Business and SPA Negotiating Workshop

JUNE 21-25, 2010 PERTH, AUSTRALIA

2010 BOSTON PROGRAMS:

International Petroleum Business Program

MAY 10-21, 2010

**International Gas Business
Management Certificate Program**

MAY 10-21 OR OCTOBER 11-22, 2010

HR Processes & Change Management Program

JUNE 7-18, 2010

Managing Major E&P Projects:

Comparing the Development of Deepwater Petroleum
with Unconventional Gas Opportunities

JUNE 14-18, 2010

**Essential Skills for Oil and Gas Managers
and Supervisors**

JUNE 21-JULY 2, 2010

**Financial Modeling and
Petroleum Project Economics**

SEPTEMBER 13-24, 2010

**International Petroleum
Management Certificate Program**

SEPTEMBER 13-OCTOBER 8, 2010

IHRDC/JAKARTA

David Koes, Representative

Villa Melati Mas Block i.12a No. 12

Serpong 13250, Tangerang, Banten, Indonesia

Tel: +622168299480; +62811806809

Fax: +62215372392

Email: jakarta@ihrdc.com