

2018 LEARNING & DEVELOPMENT CALENDAR

COURSES	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
IOSH & NCFE COURSES												
IOSH Working Safely - 1 day	30th	27th	28th	4th	1st	11th	5th	8th	10th	8th	7th	
IOSH Managing Safely - 4 days	17th-20th	17th-20th	20th-23rd	24th-27th	8th-11th	27th-30th	21st-3rd	13th-16th	4th-7th	16th-19th	21st-24th	4th-7th
ICOSH International certificate - Level 3 (NCFE UK) - 7 days Accredited by IOSH for Associate/ TechIOSH Membership	8th-19th	5th-13th	22nd-30th	12th-20th	8th-16th	14th-22nd	12th-20th	13th-21st	5th-13th	10th-18th	6th-14th	
Level 6 International Diploma in Safety Engineering (Certified by IOSH for Graduate Membership- GradIOSH)	Distance learning course and exams conducted every 2 months											

ABIOSH COURSES

ABIOSH International Certificate in Occupational Health and Safety Management - 7 days	4th-12th		20th - 28th		7th - 15th		2nd - 10th		3rd - 11th		4th- 6th	
Advanced Project Safety Management (ABIOSH Accredited) - 4 days	9th-12th	24th,26th-28th	6th-9th	16th-20th	24th-27th	25th-28th	31st-3rd of august	27th-30th	25th-28th	25th-28th	27th-29th	26th-29th
ABIOSH International Technical Certificate in Oil and Gas Safety Operations				Available on Request								
ABIOSH International Certificate in Construction Health & Safety Management - 10 days		19th-2nd Feb		28th-11th of May		26th-7th of June		6th - 17th		30th - 9th of Nov		

OGSC COURSES

International Level 1,2 & 3 Certificate in HSE Management (OGSC Accredited) - 3 days	23rd-25th	21st-23rd	28th-30th	17th-19th	10th-12th	19th-21st	24th-26th	28th-30th	18th-20th	4-6th	15th-17th	7-9th
FPSO & Oil Rig Safety Assessor Course (OGSC Accredited) - 5 days		19th-21st		3rd-5th			24th-28th	7th-11th	11th-15th		21st-23rd	
Process Safety Management (OGSC Accredited) - 5 days		27th-3rd		10th-14th		5th-9th		14th-18th		9th - 13th		18th - 22nd
HAZOP Leader & Method Course (OGSC Accredited) - 5 days			20th-24th		1st-5th		3rd-7th	14th-18th	4th-8th		6th - 10th	
Piping & Instrumentational design (OGSC Accredited) - 3 days			13th-15th		17th-19th		13th-14th	14th	1st	17th-19th	18th-20th	26th-28th
Boating and Marine (OGSC Accredited) - 3 days	26th-28th	20th-22nd		11th-13th			21st-23rd		14th-16th	2nd-4th		14th - 16th

ISO LEAD AUDITOR TRAINING COURSES

QMS Auditor/Lead Auditor (ISO 9001:2015 CQI & IRCA ref.17980) - 5 days		5th - 9th		2nd - 6th		1st- 5th		7th- 11th		2nd - 6th		6th - 10th
OH&S MS Auditor/Lead Auditor (OHSAS 18001:2007 CQI & IRCA ref.17824) - 5 days	8th - 12th		12th - 16th		29th- 2nd		11th- 15th		21st- 25th		4th -8th	
EMS Auditor/Lead Auditor (ISO 14001:2015 CQI & IRCA ref.17970)- 5 days		1th - 16th		23rd - 27th		6th- 10th		22nd- 26th		10th - 14th		19th - 21st
FSMS Auditor / Lead Auditor (ISO 22000:2005 CQI & IRCA ref.18205) - 5 days	22nd - 26th		19th - 23rd		16th- 20th		3rd-7th		11th- 15th		27th - 1st of Dec	
Transition Training - Annex SL Module1 (CQI & IRCA ref.17900) - 1 day					12th		16th		14th		1st	1st
QMS Transition Training-ISO 9001:2015 Module 2 (CQI & IRCA ref.17901)- 1 day		8th		15th		25th		29th		6th		5th

EMS Transition Training-ISO 14001:2015 Module 2 (CQI & IRCA ref.17933)- 1 day	22nd		12th		14th		18th		20th		23rd	9th
SPECIALIZED HSE COURSES												
Behavioural Based Safety and Leadership Course - 3 days	13th-15th		3rd-5th		7th-9th		1st-3rd		11th-13th		5th - 7th	
Design Risk Management and Coordination - 3 days		27th-1st		9th - 11th		25th - 27th		27th - 29th		29th - 31st	20th - 22nd	
HSE Risk Management Techniques - 2 days		15th	27th		22nd			22nd	16th	31st	13th	21st
Spectator Safety - 3 days		20th-22nd		20th-22nd		29th-31st		18th-20th		23rd - 25th		11 - 13th
Construction HSE Management	Available on Request											
Driving Safely												

Marketing Safely - 2 days											23rd		4th
First Aid at Work / Emergency First Aid - 2 days	11th		7th -		21st		11th -		5th		8th		
Fire Safety & Fire Warden Training - 2 days		12th - 13th		16th - 17th		20th - 21st		14th - 15th		16th - 17th		3rd - 4th	
Vehicles and Heavy Equipment Course - 2 days	29th 30th		15th - 16th		24th - 25th		16th - 18th		25th - 26th		19th - 20th		

ACCOUNTING, FINANCE & PROCUREMENT COURSES

Accounts Payable Management - 3 days	8th - 10th		5th - 7th		2nd - 4th		2nd - 4th		4th - 6th		7th - 9th	
Budget and Budgetary Control - 3 days		5th - 7th		4th - 6th		4th - 6th		13th - 15th		24th - 26th		10th - 12th
Best Practice in Cash Flow Management - 4 days	16th - 19th		13th - 16th		14th - 17th		10th - 13th		10th - 13th		12th - 15th	

Cash Flow Statement Analysis - 4 days		12th - 15th		18th - 20th		18th - 20th		8th - 10th		15th - 18th		17th - 20th
Effective Purchasing & Contract Negotiation - 3 days	24th - 26th		28th - 30th		21st - 23rd		25th - 27th		19th - 21st		20th - 22nd	
Fundamental of Fund Management - 3 days		21st - 23rd		23rd - 25th		11th - 13th		15th - 17th		10th - 12th		5th - 7th
Internal Control & Risk Management - 3 days	29th - 31st		21st - 23rd		16th - 18th		23rd - 25th		12th - 14th		14th - 16th	
Mastering Procurement Fundamentals - 3 days		12th - 14th		11th - 13th		5th - 7th		6th - 8th		2nd - 4th		12th - 14th
Negotiating Skills for Procurement & Contract Management - 3 days	8th - 10th		7th - 9th		9th - 11th		16th - 18th		10th - 12th		21st - 23rd	
Personal Effectiveness, Efficiency and Performance Measurement for Human Resources professional - 2 days		19th - 20th		5th - 6th		25th - 26th		1st - 2nd		8th - 9th		18th - 19th

Strategic Planning, Effective Budgeting & Cost Control - 3 days	22nd - 24th		14th - 16th		29th - 31st		11th - 13th		24th - 26th		26th - 28th	
Strategic Procurement & Vendor Management - 4 days		20th - 24th		9th - 11th		26th - 29th		27th - 30th		2nd - 5th		5th - 7th
Strategic Procurement Management Best Practices - 3 days	17th - 19th		19th - 21st		8th - 10th		27th, 30th-31st		11th - 13th		19th - 21st	

TECHNICAL TRAINING- SOFTWARE , PROCESS & PIPELINE ENGINEERING

Advanced Excel - 4 days		5th - 8th		9th - 12th		11th - 13th		27th - 31th		8th - 11th		4th - 7th
Advanced PowerPoint - 2 days	17th - 18th		19th - 20st		16th - 17th		27th - 28th		10th - 11th		5th - 6th	
Best Practice in Building Operations Maintenance Management - 3 days		21st - 23rd		5th - 6th		25th - 26th		6th - 8th		10th - 12th		10th - 12th
Equipment Maintenance and Operations - 3 days	22nd - 24th		14th - 16th		2nd - 4th		10th - 12th		12th - 14th		14th - 16th	

Fundamentals of Pipeline Engineering, Construction and Operations - 2 days		8th - 9th		4th - 5th		4th - 6th		13th - 15th		2nd - 5th		17th - 18th
Hazards in Process Plant Design and Operation - 3 days	29th - 31st		7th - 9th		8th - 10th		11th - 13th		4th - 6th		21st - 23rd	
Logistic Movement of Crude Oil - 3 days		12th - 14th		18th - 20th		5th - 7th		8th - 10th		15th - 18th		3rd - 5th
Management of International Oil and Gas Operational Safety - 4 days	22nd - 25th		21st - 24rd		29th - 31st		23rd - 25th		11th - 13th		12th - 15th	
Slinging and Rigging Safety - 3 days		26th - 28th		23rd - 25th		26th - 29th		1st - 3rd		24th - 26th		12th - 14th
Heavy Technical Lifting & Transportation - 3 days	24th - 26th		28th - 30th		14th - 17th		16th - 18th		19th - 21st		5th - 7th	

Process Piping Engineering & Design	Available on Request		
Onshore and Off-shore Pipeline Engineering			
Piping Stress Analysis & CAESAR			
Plant Design Management System (PDMS)			
Aveva Everything 3D (Aveva E3D)			
AutoCAD Plant 3D			
AutoCAD P&ID			
Engineering Drafting with AutoCAD 2D & 3D			
Basic Process Engineering & Design with AutoCAD P&ID, MS Excel			

Advanced Process Engineering	Available on Request		
Basic Process Simulation with Aspen HYSYS			
Advanced Process Simulation with Aspen HYSYS			
Process Instrumentation and Process Control			
Industrial Automation and SCADA			
Inventor (Autodesk)			
AutoCAD			
PDMS (Plant Design Management System)			

CESEARII	Available on Request		
SACS			
STAAD Pro (Structural Analysis And Design)			
SOLIDWORKS			

CONSULTANCY SERVICES & OUR BUSINESS DIVISIONS

1. HSE Consultancy Services:

- a) Project Safety Management
- b) HSE Documentation- Risk Assessment, Inspection report, HSE Policy & Procedures, Manuals etc.
- c) Implementation of HSE Management System, Compiling Pre-Construction Information, Design risk assessment, Incident Investigation etc.
- d) Audit, Inspection, Handbook Development, Contractors Assessments, HSE Plan Development, HSE File Development, HSE Management System Manual

2. Background Checks-Vetting /Profiling

- a) Criminal Checks
- b) Pre-employment Checks
- c) Academic Verifications
- d) Character Reference Check
- e) Gaps in employment history
- f) Gap in educational history
- g) Whether an applicant holds a directorship

3. Management Consultancy

- a) Human Resources Management
- b) Procurement
- c) Accounting

d) Finance

4. Brand Management (Anti-Counterfeit Solution)

- a) Protection against counterfeiting
- b) Developing solutions, strategies and programmes to minimise infringements against your brand, and ensure that you are protected against an ever-quicker-evolving threat.

5. Visa & Migration Support

Whether you are considering USA, United Kingdom (UK), Canada, South Africa, Nigeria, UAE or any other country of your choice, we would guide and support you through the application process and provide you with necessary information about the required documentation you might need to increase the chances.

- a) Skilled Worker Visas
- b) Permanent Residency
- c) Study Visas
- d) Family Visas
- e) Employer Sponsorship
- f) Investor and Business Visas
- g) State Sponsorship Visas
- h) State Sponsorship Visas

6. Virtual Office & Training Room Rentals

- a) We provide affordable office space and training rooms for your use.
- b) Get your very own elite business address and business deserves to be located in a prime spot and be

addressed professionally.

- c) Our professional teams will manage your calls and handle your mail.
- d) Access to conference room and training rooms including internet facilities

7. Personal Protective Equipment (PPE) Supplies

You can choose from our extensive menu of PPE to help you comply with workplace safety standards. These include safety shoes, hard hats, respirators, glove, earplugs, hi-vis, life jackets, coveralls and fall protection etc.

8. Floor markings & Signage

- a) We can give your factory the look you never imagine and making it safer and eliminate or reduce the risks of pedestrians and vehicles collision.
- b) Our floor markings are done to OSHA standard 1910.22 (Walking-Working Surfaces). Our aim is to keep your factory area safe and provide you with the right advice to enable you meet your health and safety obligations. Those in control of factory premises must ensure:

All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.

Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard.

Permanent aisles and passageways shall be appropriately marked.

COURSES	COLOUR CODE	COURSES	COLOUR CODE
IOSH & NCFE COURSES		ACCOUNTING, FINANCE & PROCUREMENT	
ABIOSH COURSES		TECHNICAL TRAINING	
OGSC COURSES		SOFTWARE AND TECHNICAL TRAINING	
ISO LEAD AUDITOR TRAINING COURSES		CONSULTANCY SERVICES & OUR BUSINESS DIVISIONS	
SPECIALIZED HSE COURSES			