



**COURSE OVERVIEW HE0779**

**Certified HSE Trainer: Train-the-Trainer for HSE Engineers**

**Course Title**

Certified HSE Trainer: Train-the-Trainer for HSE Engineers

**Course Date/Venue**

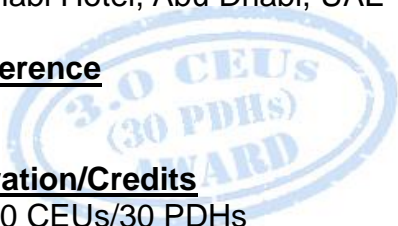
June 10-14, 2024/Boardroom 1, Southern Sun, Abu Dhabi Hotel, Abu Dhabi, UAE

**Course Reference**

HE0779

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



Advanced presentation skills is a highly interactive course designed to provide participants with all the skills necessary to effectively present a variety of communication based session ranging from holding a motivational talk to presenting a safety toolbox talk the delegates will additionally be exposed to presenting their ideas to a management committee. They will be equipped with the latest trends and techniques on how to prepare, organize and deliver these talks with confidence and success. Whether you've been training for a while or never stepped onto a platform before, you will learn how to build your confidence as a presenter with useful approaches on how to manage your fears, engage your audience, maximize their participation, and deal with challenging situations and difficult people that you may encounter on your training sessions.



The improved presentation skills filters down to all employees he/she is interacting or delivering a presentation. These presentation skills course can thus benefit an entire company while only directly affecting one or a few persons. This is the multiplication effect in action. The participants will take back what they have seen and use it in planning presentations for their own company.





This course is designed to provide participants with a comprehensive knowledge on train-the-trainer for HSE engineers. They will be able to illustrate training process through training need identification and lesson plan preparation; carryout pros and cons of learning techniques; recognize barriers to learning and apply training styles and techniques including the structure of a training session; employ networking, icebreaking exercise, training styles and techniques communication skills; deliver with confidence by performing proper presentation, discussion control, questioning techniques and audience management; select, develop and deliver tool box kit; plan the training, review learning preferences, apply assessment and evaluation and identify the environmental impact and developing resources; perform proper training delivery through identifying the audience and recognizing the objective of any presentation, learning environment, communication strategies, structure of a presentation and using visual aids; apply current trends in training that includes webinar, E-learning, self-study and distance education; and evaluate test/competency examination and perform presentation of training module with video recording.

### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified HSE Trainer – Train-the-Trainer for HSE Engineers*”
- Illustrate training process through training need identification and lesson plan preparation
- Carryout pros and cons of learning techniques
- Recognize barriers to learning and apply training styles and techniques including the structure of a training session
- Employ networking, icebreaking exercise, training styles and techniques communication skills
- Deliver with confidence by performing proper presentation, discussion control, questioning techniques and audience management
- Select, develop and deliver tool box kit
- Plan the training, review learning preferences, apply assessment and evaluation and identify the environmental impact and developing resources
- Perform proper training delivery through identifying the audience and recognizing the objective of any presentation, learning environment, communication strategies, structure of a presentation and using visual aids
- Apply current trends in training that includes webinar, E-learning, self-study and distance education
- Evaluate test/competency examination and perform presentation of training module with video recording

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.





### Who Should Attend

This course provides advanced techniques on presentation skills for those who are fairly new to making presentations and those who train on an occasional basis or the more experienced trainer who wishes to develop/refresh their skills and confidence as a presenter. The course can be of particular interest to managers, supervisors, trainers, facilitators and coaches, Human Resource (HR) professionals and HSE engineers.

### Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

#### **A. Option-1: Degree Holders**

- (a) a degree from a recognized university in any subject;
- (b) Minimum 5-years proven experience in the subject matter certified by employers **or** holder of Minimum **30 CEUs** accredited by **IACET**.

#### **B. Option-2: Diploma Holders**

- (a) a 2-year diploma from a recognized college in any subject;
- (b) Minimum 10-years proven experience in subject matter certified by employers **or** holder of Minimum **60 CEUs** accredited by **IACET**.

#### **C. Option-3: Experienced Individuals**

- (a) Minimum of 15-years proven experience in subject matter certified by employers **or** minimum of 10-years proven experience in subject matter and **30 CEUs** accredited by **IACET**.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Fee

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Each participant will receive a complete master Training Kit that includes soft copies of the training program (Instructor Power point slides, Student textbook, videos etc.). Participants can use this master Training Kit to deliver courses to their students. This Kit is licensed for 1 year.**

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.





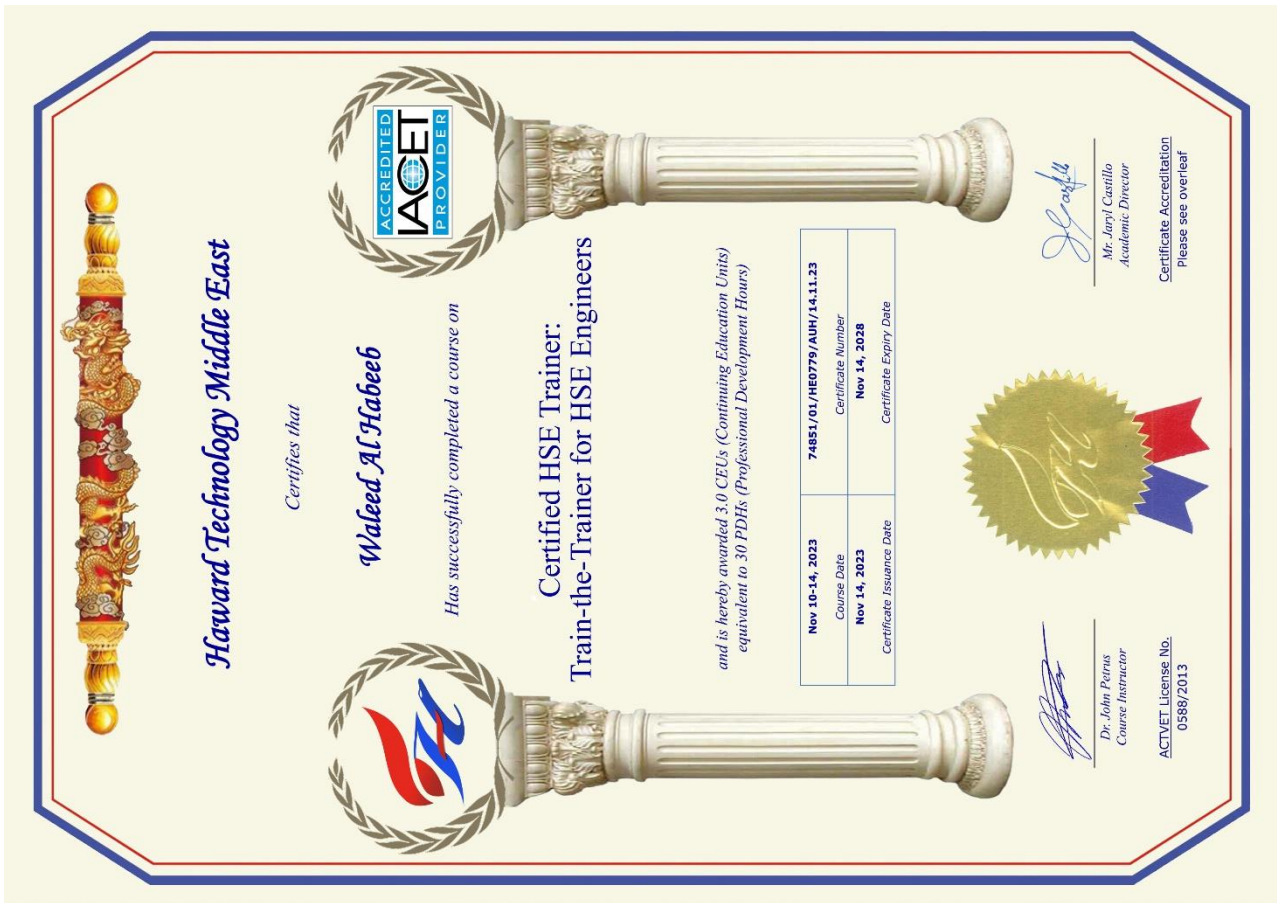
**Course Certificate(s)**

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified HSE Trainer – Train-the-Trainer for HSE Engineers". Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample Certificates**


The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*



**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEU Official Transcript of Records**

TOR Issuance Date: 14-Nov-23  
HTME No. 74852  
Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0779	Certified HSE Trainer: Train-the-Trainer for HSE Engineers	November 10-14, 2023	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date: **3.0**


TRUE COPY

*Jaryl Castillo*  
Jaryl Castillo  
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) for recertification purposes. The CEU is an international unit of measurement in qualified courses of continuing education. IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by:



P.O. Box: 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Email: info@haward.org | Website: www.haward.org

\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*

### HT-CIP® Stamp

Each successful candidate will be given a unique instructor number and a self-inking stamp valid for 5 years. Instructor's name and Haward Technology Certified Instructor Number will appear in the stamp as per the following sample:-




In order to maintain this certification, Certified Instructors must fulfil the quality requirements by Haward Technology as stated in Haward Quality Document number QAD 872 (System for the Assessment & Certification for Instructors & Trainers).





**Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations: -

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.





**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. John Petrus**, PhD, MSc, BSc, is a **Senior HSE Consultant** with over **30 years of onshore & offshore** experience within the **Oil & Gas, Refinery and Petroleum** industries. His wide experience covers in the areas of **HAZOP & HAZID, HAZMAT & HAZCOM Storage & Disposal, As Low as Reasonably Practicable (ALARP), Process Hazard Analysis (PHA), Process Safety Management (PSM), Hazardous Materials & Chemicals Handling, Pollution Control, Environment, Health & Safety Management, Process Risk Analysis, Effective Tool Box Talks, Construction Sites Safety, HSSE Management System, HSSE Audit & Inspection, HSEQ Procedures,**

**Authorized Gas Testing, Confined Space Entry & Rescue, Risk Management, Quantitative & Qualitative Risk Assessment, Working at Height, Firefighting Techniques, Fire & Gas Detection System, Fire Fighter & Fire Rescue, Fire Risk Assessment, HSE Industrial Practices, Manual Handling, Rigging Safety Rules, Machinery & Hydraulic Lifting Equipment, Warehouse Incidents & Accidents Reporting, Incident & Accident Investigation, Emergency Planning, Emergency Response & Crisis Management Operations, Waste Management Monitoring, Incident Command, Job Safety Analysis (JSA), Behavioral Based Safety (BBS).** Further he is also well versed in Materials for **Construction & Repair of Concrete, Concrete Structures & Building Rehabilitation, Reinforced Concrete Structures Protection, Building Construction Technology, Construction Operations & Civil Engineering Services, Building Management, Building Maintenance, Construction & Concrete Works, Construction Management, Construction Materials & Testing, Construction Safety, Predictive Maintenance in Construction, Construction & Facilities Development, Buildings & Diverse Plant Infrastructure, Planning & Monitoring the Progress & Quality of Work, Physical Planning & Operations, Rotating Machinery Principles & Applications, Rotating Equipment Selection, Operation, Maintenance, Inspection & Troubleshooting, Rotating Machine/Equipment in Industry, Control Valves & Actuators, Data Analytics for Managerial Decision Making, Business Process Analysis, Mapping & Modeling, Research Methods & Analysis, Statistical Data Needs Analysis, Oil & Gas Industry Business Environment & Competitive Intelligence Gathering & Analysis, Petroleum Economics & Risk Analysis, Certified Data Analysis.**

During his career life, Dr. Petrus held significant positions and dedication as the **Executive Director, Senior Geoscience Advisor, Exploration Manager, Project Manager, Manager, HSE Engineer, Mechanical Engineer, Maintenance Engineer, Chief Geologist, Chief of Exploration, Chief of Geoscience, Senior Geosciences Engineer, Senior Explorationist, Senior Geologist, Geologist, Senior Geoscientist, Geomodeller, Geoscientist, CPR Editor, Resources Auditor, Project Leader, Technical Leader, Safety Supervisor, Team Leader, Senior HSE Consultant, Scientific Researcher and Senior Instructor/Trainer** from various international companies and universities such as the Dragon Oil Holding Plc., ENOC, MENA, ENI Group of Companies, Ocre Geoscience Services (OGS), Burren RPL, Ministry of Oil-Iraq, Eni Corporate University, Stanford University, European Universities, European Research Institutes, NorskHydro Oil Company, Oil E&P Companies, just to name a few.

Dr. Petrus has a **PhD in Geology and Tectonophysics** and **Master and Bachelor** degrees in **Earth Sciences** from the **Utrecht University, The Netherlands**. Further, he is a **Certified Instructor/Trainer, a Certified Trainer/Assessor/Internal Verifier** by the **Institute of Leadership & Management (ILM)**, a Secretary and Treasurer of Board of Directors of Multicultural Centre, Association Steunfonds SSH/SSR and Founding Member of Sfera Association. He has further published several scientific publications, journals, research papers and books and delivered numerous trainings, workshops, courses, seminars and conferences internationally.





**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Monday, 10<sup>th</sup> of June 2024**

0700 - 0730	Registration & Coffee
0730 - 0740	Icebreaker Exercise
0740 - 0830	Welcome & Introduction - PRE-TEST
0830 - 0930	Training Process - Training Need Identification - Lesson Plan Preparation
0930 - 0945	Break
0945 - 1130	Learning Techniques - Pros & Cons (Participants Exercise)
1130 - 1200	Break
1200 - 1330	Learning Environment - Barriers to Learning
1330 - 14 20	Training Styles & Techniques -Structure of a Training Session
1420 - 1430	Recap & Homework
1430	Lunch & End of Day One

**Day 2: Tuesday, 11<sup>th</sup> of June 2024**

0700 - 0730	Networking
0730 - 0740	Icebreaking Exercise - 2 Participants
0740 - 0830	Training Styles & Techniques Communication Skills
0830 - 0930	Delivering with Confidence - A Look at you the Presenter <ul style="list-style-type: none"> <li>• Presentation</li> <li>• Discussion Control</li> <li>• Questioning Techniques</li> </ul> Audience Management
0930 - 0945	Break
0945 - 1130	Delivering with Confidence
1130 - 1200	Break
1200 - 1330	Delivering with Confidence (cont'd)
1330 - 1420	How to Select, Develop and Deliver Tool Box Talk?
1420 - 1430	Recap & Homework
1430	Lunch & End of Day Two

**Day 3: Wednesday, 12<sup>th</sup> of June 2024**

0700 - 0730	Networking
0730 - 0740	Icebreaking Exercise - 2 Participants
0740 - 0830	Presentation of Tool Box Talk - 5 Participation (at random) with Video Recording/ Replaying for Review Comments
0830 - 0930	Training Planning & Preparation <ul style="list-style-type: none"> <li>• Planning Training</li> <li>• Learning Preferences</li> <li>• Assessment &amp; Evaluation</li> <li>• Environmental Impact</li> </ul> Developing Resources
0930 - 0945	Break
0945 - 1130	Training Planning & Preparation







1130 - 1200	Break
1200 - 1330	Training Planning & Preparation (cont'd)
1330 - 1420	Training Planning & Preparation (cont'd)
1420 - 1430	Recap & Homework
1430	Lunch & End of Day Three

**Day 4: Thursday, 13<sup>th</sup> of June 2024**

0700 - 0730	Networking
0730 - 0740	Icebreaking Exercise - 2 Participants
0740 - 0830	<p>Training Delivery</p> <ul style="list-style-type: none"> <li>• Know Your Audience</li> <li>• Objective of any Presentation (Training to Techniques vs Briefing to Management)</li> <li>• Learning Environment</li> <li>• Communication Strategies</li> <li>• Structure of a Presentation</li> <li>• Use of Visual Aids</li> </ul> <p>KISS Principles on Use of Visual Aids</p>
0830 - 0930	Training Delivery
0930 - 0945	Break
0945 - 1130	Training Delivery (cont'd)
1130 - 1200	Break
1200 - 1330	<p>Current Trends in Training</p> <ul style="list-style-type: none"> <li>• Webinar</li> <li>• E-Learning</li> <li>• Self-Study</li> </ul> <p>Distance Education</p>
1330 - 1420	Evaluation Test/Competency Examination
1420 - 1430	Recap & Homework
1430	Lunch & End of Day Four

**Day 5: Friday, 14<sup>th</sup> of June 2024**

0700 - 0730	Networking
0730 - 0740	Icebreaking Exercise - 2 Participants
0740 - 0830	Presentation of Training Module with Video Recording
0830 - 0930	Presentation of Training Module with Video Recording (cont'd)
0930 - 0945	Break
0945 - 1130	Presentation of Training Module with Video Recording (cont'd)
1130 - 1200	Break
1200 - 1245	Video Replay for Review & Comments
1245 - 1315	Recap of Course Participants Feedback
1315 - 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course



**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)