



## COURSE OVERVIEW HE0779 Certified HSE Trainer: Train-the-Trainer for HSE Engineers

### Course Title

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

### Course Reference

HE0779

### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



### Course Date/Venue

| Session(s) | Date                         | Venue   |
|------------|------------------------------|---|
| 1          | January 28-February 01, 2024 | Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA                          |
| 2          | March 03-07, 2024            | Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE            |
| 3          | June 10-14, 2024             | Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE                 |
| 4          | September 15-19, 2024        | Club B Meeting Room, Ramada Plaza by Wyndham Istanbul City Center, Istanbul, Turkey |

### 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 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**.

**Course Fee**

|           |   |
|-----------|---|
| Al Khobar | <b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.                  |
| Dubai     | <b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.                  |
| Abu Dhabi | <b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day                   |
| Istanbul  | <b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), 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.





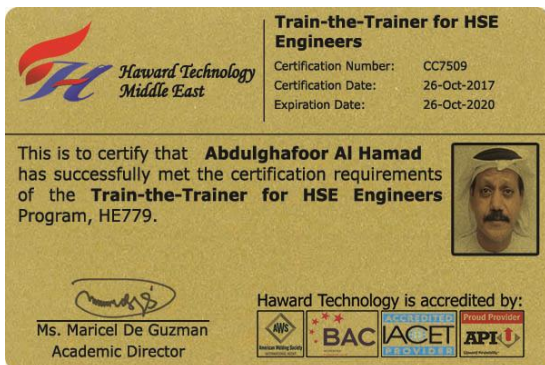
**Course Certificate(s)**

(1) Internationally recognized Wall Competency Certificates and Plastic Wallet Card Certificates 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.

Page 1 of 1

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

**CEU Official Transcript of Records**

TOR Issuance Date: 26-Oct-17  
HTME No. PAR21928  
Participant Name: Abdughafoor Al Hamad

| Program Ref. | Program Title                       | Program Date        | No. of Contact Hours | CEU's |
|--------------|-------------------------------------|---------------------|----------------------|-------|
| HE779        | Train-the-Trainer for HSE Engineers | October 22-26, 2017 | 30                   | 3.0   |

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

TRUE COPY  
Maricel De Guzman  
Academic Director

Haward Technology has been approved as a Relocated Provider by the International Association for Continuing Education and Training (IACET), 11600 Mockwood Lane, Suite 500, Mockwood, VA 22061 USA, whose membership is an international standard that complies with the ANSI/IACET 1-2013 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 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) for their professional development. The courses are evaluated by 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:  
ANSI, BAC, ilm, IACET, City & Guilds, APTE, PMA, UKAS, iosh

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### 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.

-  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.

**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 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:



**Mr. Nikolas Karnavos**, MSc, BSc, is a **Senior HSE & Management Consultant** with over **35 years** of extensive experience within the **Oil, Gas, Refinery** and **Petrochemical** industries. His expertise widely covers **Training Need Identification, Lesson Plan Preparation, Learning Techniques, Barriers to Learning, Training Styles & Techniques, Training Session Structure, Assessment & Evaluation, Delivering & Presentation Skills, Leadership Skills, Coaching & Mentoring, Team Building, Counselling Skills, Customer Satisfaction, Negotiation Skills, Manager Skills, Supervisory & Management Skills, Interpersonal Skills, Communication Skills, Human Resource Management (HRM), Human Resource Development (HRD) Training, Quality Management System (QMS), Change Management, Project Management, Contract Management, Business Management, Time Management, Performance Management, Performance Appraisal and Creative Problem Solving & Decision Making.** Further, he is also well-versed in Environmental Management System (**ISO 14001**), QMS (**ISO 17025**), **OSHA, Oil Spill Management, Industrial Hygiene, Air Quality Management, Carbon Footprint, Environmental Impact Analysis, Hazardous Waste Management, HAZMAT & HAZCOM, Environmental Impact & Life Cycle Assessments, Wastewater Treatment, Oilfield Water Treatment, Treating & Handling Oily Water, Industrial Water Treatment in Refineries & Petrochemical Plants, Water Pollution Control, Reverse Osmosis Treatment Technology and Chlorination System, Laboratory Control of a Wastewater Treatment Plant, Environmental Online Analyzers (Air & Water), Gas Chromatography and various instrumental methods of analysis such as Water Analysis & Quality Control, Water and Wastewater Chemical Analysis, Statistical Data and Laboratory Analysis, Gas Analysis, Qualitative Fuel Analysis, Environmental Chemical Analysis, Laboratory Environmental Analysis, Process Water and Wastewater Effluents, Oily Sludge Treatment, Atomic Absorption and Spectroscopic Methods in Analytical Chemistry, Analytical Method Development and Methods of Environmental Measurements (Water, Air, Liquid & Solid Wastes).** He is further a **Certified Trainer** where-in he is delivering trainings and consultancies for trainers for so many years, a **Verifier & Assessor** and a **Program Designer & Developer.**

Mr. Karnavos holds a **Master** degree in **Chemical Engineering** and **Bachelor** degrees in **Mechanical Engineering** and **Petroleum Engineering** from the **Aristotelian University of Thessaloniki, Technological Institute** and **KATEE Kavala** respectively. He is an **Accredited Trainer** for the Organization for the Certifications & Vocational Guidance (**EOPPEP**), a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** and an **Accredited Environmental Auditor** from the **IEMA**. Further, he is the **President** of Greek **Association of Chemical Engineers** and an active member of various professional engineering bodies internationally like the **IEMA, Technical Chamber of Greece** and the **CONCAWE**. He also **published numerous books** and **scientific papers** and delivered various trainings and workshops worldwide.

Mr. Karnavos holds a **Master** degree in **Chemical Engineering** and **Bachelor** degrees in **Mechanical Engineering** and **Petroleum Engineering** from the **Aristotelian University of Thessaloniki, Technological Institute** and **KATEE Kavala** respectively. He is an **Accredited Environmental Auditor** from the **IEMA**, an **Accredited Trainer** for the Organization for the Certifications & Vocational Guidance (**EOPPEP**), a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Further, he is the **President** of Greek **Association of Chemical Engineers** and an active member of various professional engineering bodies internationally like the **IEMA, Technical Chamber of Greece** and the **CONCAWE**. He also **published numerous books** and **scientific papers** and delivered various trainings and workshops worldwide.





**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**

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

**Day 2**

|             |   |
|-------------|---|
| 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 | Snacks Break  |
| 0945 - 1130 | Delivering with Confidence  |
| 1130 - 1200 | Prayer 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**

|             |   |
|-------------|---|
| 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 | Snacks Break  |







|             |   |
|-------------|---|
| 0945 - 1130 | <b>Training Planning &amp; Preparation</b>          |
| 1130 - 1200 | Prayer Break  |
| 1200 - 1330 | <b>Training Planning &amp; Preparation (cont'd)</b> |
| 1330 - 1420 | <b>Training Planning &amp; Preparation (cont'd)</b> |
| 1420 - 1430 | <b>Recap &amp; Homework</b>                         |
| 1430        | Lunch & End of Day Three                            |

**Day 4**

|             |   |
|-------------|---|
| 0700 - 0730 | Networking  |
| 0730 - 0740 | Icebreaking Exercise - 2 Participants   |
| 0740 - 0830 | <b>Training Delivery</b> <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> <b>KISS Principles on Use of Visual Aids</b> |
| 0830 - 0930 | Training Delivery   |
| 0930 - 0945 | Snacks Break  |
| 0945 - 1130 | Training Delivery (cont'd)  |
| 1130 - 1200 | Prayer Break  |
| 1200 - 1330 | <b>Current Trends in Training</b> <ul style="list-style-type: none"> <li>• Webinar</li> <li>• E-Learning</li> <li>• Self-Study</li> </ul> <b>Distance Education</b>   |
| 1330 - 1420 | Evaluation Test/Competency Examination  |
| 1420 - 1430 | Recap & Homework  |
| 1430        | Lunch & End of Day Four   |

**Day 5**

|             |   |
|-------------|---|
| 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 | Snacks Break  |
| 0945 - 1130 | Presentation of Training Module with Video Recording (cont'd) |
| 1130 - 1200 | Prayer Break  |
| 1200 - 1245 | Video Replay for Review & Comments                            |
| 1245 - 1315 | Recap of Course<br>Participants Feedback                      |
| 1315 - 1415 | <b>COMPETENCY EXAM</b>  |
| 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**

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