



**IFP Training in partnership with the Centre for
Continuing Education, Institute of Petroleum Studies,
University of Port Harcourt**



Presents

Professional Short Courses for the Oil and Gas Industry

For 2015



Venue: Abuja, Lagos, Port Harcourt

INTRODUCTION

The Institute of Petroleum Studies (IPS) is an international post graduate institution established through a collaboration between Ecole du Petrole et des Moteurs (IFP School) France and the University of Port Harcourt Nigeria in the year 2003. IPS is sponsored by the TOTAL E & P Nigeria Limited/NNPC Joint Venture. IFP School is in international collaboration & partnership with world renowned universities spread across the globe. These universities include The Imperial College of Science & Technology, London (UK); Colorado School of Mines (USA); McGill University (Canada); Technical University, Delft (The Netherlands) and Universite Gubkin (Russia). The University of Port Harcourt is also in international collaboration with leading universities in South Africa, United States of America and Canada. These collaborations have brought together different cultures, academic programmes and technology applications. In addition to pursuing an aggressive policy of home-grown human capital development in line with world standards by offering internationally recognized, industry-relevant and professionally sound and certified programmes, IPS saves the industry and the government huge foreign exchange investments in postgraduate training. IPS promotes international and national academic collaborations and linkages, partnership with industry and collaboration with national and international professional bodies. The healthy relationship between town and gown makes it possible for the industry and professional bodies to be actively involved in driving the programme life-cycle of IPS from curriculum development to course delivery/joint project supervision. IPS is also an Oil and Gas Trainers Association of Nigeria (OGTAN) registered member rendering continuing education to the oil and gas industry.

MISSION, PHILOSOPHY AND VISION

- **Mission:** To meet the needs of the Petroleum Industry through a commitment to excellence in training, applied research, continuing education and capacity building
- **Philosophy:** The institute believes in sustained learning, internationalism and professionalism; advancement and propagation of knowledge in the Petroleum Industry
- **Vision:** To become the foremost International Centre of Excellence in Petroleum Geosciences and Technology, Petroleum Economics and Management, and Petroleum Policy & Strategic Studies in Africa

CORE VALUES

1. We are **COMMITTED** to life-long learning for entrepreneurial and leadership skills
2. We are committed to academics and professional **EXCELLENCE**
3. WE uphold **INTEGRITY** and **TRANSPARENCY** in all our operations
4. We encourage **TEAMWORK** and **EFFECTIVE COMMUNICATION** in the exchange of ideas and opinions to achieve set goals
5. We **RESPECT** each individual's unique talents and uphold the rights of all

CENTRES OF EXCELLENCE WITHIN IPS

The various Centres within the Institute of Petroleum Studies and the graduate programmes on offer are presented in the strategic plan shown in Table 1.

Table 1: IPS Strategic Plan

Sectors	Centres of Excellence	Post Graduate Programmes
Upstream	Petroleum Geosciences	<ul style="list-style-type: none">▪ M.Sc. Petroleum Geosciences
	Oil & Gas Technology (Sponsor: NNPC/TEPNG JV)	<ul style="list-style-type: none">▪ M.Sc. Petroleum Engineering & Project Development▪ PGD in Petroleum Technology
	Center for Petroleum Research & Training (African Centre of Excellence)	<ul style="list-style-type: none">▪ PhD in Pet. Engineering & Project Development▪ PhD in Petroleum Related Disciplines
	Offshore Technology (Sponsor: Global Marine)	<ul style="list-style-type: none">▪ M.Sc. Offshore Engineering▪ M.Sc. Pipeline Engineering
Downstream	Gas, Refining & Petrochemicals	<ul style="list-style-type: none">▪ M.Sc. Petroleum Refining & Petrochemicals Engineering
Corporate	Petroleum & Economics, Policy & Strategic Studies (Sponsor: Emerald Energy Resources Ltd)	<ul style="list-style-type: none">▪ M.Sc. Petroleum Economics, Policy and Strategy▪ M.Sc. Energy Management and Policy
	Occupational Health, Safety & Environment (HSE School)	<ul style="list-style-type: none">▪ M.Sc. Environmental Technology & Management▪ M.Sc. Occupational Health & Safety
	Continuing Education	Short Courses & Professional Certification

CENTRE FOR CONTINUING EDUCATION

This Centre is aimed at providing a platform for specialized and in-depth training to enable participants perform as specialists and professional experts in their chosen career. We have a multidisciplinary pool of consultants and experts in Nigeria and abroad who have many years of experience as Lecturers. With such a high caliber expertise, we deliver professional and high quality **Short Courses** to enable the participants perform with high competence at local and international levels. IPS is strategically positioned to offer the necessary training services to the industry. In conjunction with IFP Continuing Education Company, ENSPM France, and other local content service providers, the Institute offers broad based continuing education programmes to professionals in the petroleum industry. The courses are designed to meet the needs of managerial, engineering and technical staff in oil and gas, refining, petrochemical and chemical companies.

2015 PROFESSIONAL SHORT COURSES

The following short courses are on offer for the year 2015;

1. Hunting for Oil: Exploration & Production Techniques
2. Improved/Enhanced Oil Recovery (IOR/EOR): EOR, Screening Criteria & Field Cases

3. Metering and Allocation: Single-phase, Multi-phase, Transactional & Fiscal
4. Fluid Mechanics and Flow Assurance: Flow in a line, Hydrodynamics, Friction Losses & Flow Assurance
5. Project Management: Application to Oil & Gas Upstream Projects
6. Subsea Production Systems
7. Effective Report Writing And Presentation Skill Course
8. Advances in Reservoir Fluid Characterization
9. Welltest Design, Operations and Analysis
10. General Awareness of Rig Operations & Rig HSE Protocol
11. Short Course in Refining and Petrochemicals
12. Fundamentals of Onshore Pipeline Engineering
13. Oracle: Intro to Primavera P6
14. Oracle: Advanced Project Management in Primavera P6
15. Oracle: Risk Analysis Project

COURSE DETAILS

1. HUNTING FOR OIL: EXPLORATION & PRODUCTION TECHNIQUES

PURPOSE: To bring to life the following truth: the success of an oil company comes from a sound strategy, with a proficient data interpretation and an effective teamwork

AUDIENCE: Geologists, geophysicists, reservoir engineers, petroleum engineers, support staff and non-technical staff. Others include E&P professionals about to join multidisciplinary or asset teams, government officials, executive managers, high-potential professionals in commercial, legal, financial or marketing departments.

LEARNING OBJECTIVES

- To acquire a global vision of the upstream petroleum industry
- To evaluate reservoir characteristics and potential through geophysical and geological data interpretation
- To understand how uncertainties impact data interpretation
- To draw field development plans, considering development costs and production rates in order to maximize value

2. IMPROVED/ENHANCED OIL RECOVERY (IOR/EOR)

PURPOSE: To provide a comprehensive knowledge of improved/ enhanced oil recovery methods

AUDIENCE: Engineers, managers and staff interested or involved in IOR/EOR projects

LEARNING OBJECTIVES

- To know and understand main concepts of EOR
- To know and understand advantages and limitations of the various EOR techniques

- To know and understand how to select best EOR methods provided reservoir and oil characteristics

3. METERING & ALLOCATION

PURPOSE: To provide a comprehensive knowledge of metering equipment and applications in the oil and gas industry

AUDIENCE: Operational staff of oil and gas field treatment plants and terminals, instrumentation specialists, petroleum architects, project engineers, reservoir engineers, well performance specialists, completion specialists, personnel from engineering companies, and all professionals interested in metering methods and equipment used in the petroleum industry

LEARNING OBJECTIVES

- To review different kinds of metering and allocation methods, and assess importance of accuracy
- To grasp technology and operating principles of single-phase metering equipment
- To understand standards of liquids and gases transactional metering
- To assess operation, maintenance and calibration techniques of metering installations
- To review multiphase metering advantages, technology and operating principles

4. FLUID MECHANICS & FLOW ASSURANCE

PURPOSE: To provide a thorough understanding of pipeline hydraulics and pipe friction loss calculations

AUDIENCE: Engineers involved in operating or constructing oil and gas production facilities

LEARNING OBJECTIVES

- To learn fundamentals of fluid mechanics applied to flow lines and pumps
- To assess friction losses in a pipeline and fittings for a single-phase flow
- To understand multiphase flow patterns and main perturbing factors
- To grasp multiphase flow hydrodynamics for wet gas streams and crude oil streams
- To deal with pipeline flow assurance issues

5. PROJECT MANAGEMENT

PURPOSE: To manage projects, from initial stage to project completion, its purpose is to provide a thorough understanding of:

- Structure and management of the project phases execution ("what to do and when")
- Project management techniques & know-how ("how to")

AUDIENCE: Foundation Level: Anyone who has Project or Production knowledge and requires a clear and comprehensive understanding of Project Management practices for Exploration and Production Projects.

LEARNING OBJECTIVES

- To conduct the preliminary stages: concept, feasibility, economics (notion), FEED
- To appraise project planning: schedule, costs, execution plan
- To strengthen HSE in project Design and Construction
- To choose within the various contract types
- To manage pre-construction phases : basics, calls for tenders, etc
- To manage construction phases: engineering, procurement, construction and commissioning

6. SUBSEA PRODUCTION SYSTEMS

PURPOSE: To provide technical knowledge on Oil & Gas Subsea production systems

AUDIENCE: Proficiency Level: Engineers and technicians whose activity is related to the design, construction and/or operation of Oil & Gas subsea production systems

LEARNING OBJECTIVES

- To select the technology with the right criteria for the different equipment used for subsea production systems
- To select through typical subsea architecture and in particular in deep offshore
- To check installation techniques (with ROV, etc.)
- To deal with the main problems of flow assurance, and prevention techniques

7. EFFECTIVE REPORT WRITING AND PRESENTATION SKILL COURSE

PURPOSE: At the end of the course, participants will be able to do the following:

- Recognize and avoid common mistakes in language of report
- Choose words precisely to construct clear and concise sentences
- Punctuate correctly
- Identify clearly defined structure to suit different reports
- Display facts and figures effectively in a report
- Overcome the fear syndrome in writing report
- Plan and confidently deliver a presentation relevant to their professional need
- Understand the need for collecting relevant facts and audience analysis required in a presentation
- Select and use relevant visual materials for maximum impact and understanding
- Handle questions and objections confidently

COURSE TARGET GROUP

This course will be beneficial to all workers in any organization. This includes those who have not started writing serious reports and all workers who are not proficient in making presentations.

8. ADVANCES IN RESERVOIR FLUID CHARACTERIZATION

PURPOSE:

To provide a practical understanding of:

- Reservoir fluid characterization with respect to reservoir fluid phase behaviour
- Reservoir fluid sampling and validations.
- Advances in PVT Correlations
- Ranking and selection for reserves estimations.

AUDIENCE

Petroleum Engineers, Reservoir Engineers, Production Engineers, Technologists, Process Engineers, Petrophysicists, Production Chemists, Field Engineers, Technicians, Supervisors, Service personnel, Inspectorate staff, Laboratory personnel, HSE professionals and Toxicologists.

9. WELLTEST DESIGN, OPERATIONS AND ANALYSIS

PURPOSE:

At the end of the course, the participants should be able to do the following:

- Write a good BHP proposal and detect errors in proposals
- Supervise the running of BHP test
- Perform quality check on BHP data
- Demonstrate working knowledge of the theoretical concepts in welltesting
- Demonstrate understanding of procedure for analysis and design of welltest in different systems

Target Group

Drillers, Petroleum Engineers, Petroleum Inspectors, Geologists, Production Engineers, Petro-physicists etc.

10. GENERAL AWARENESS OF RIG OPERATIONS & RIG HSE PROTOCOL

COURSE OBJECTIVES:

- To create general awareness on rig operations
- Enlighten participants to understand the role every person will play in sound environmental management and reducing environmental impacts.
- To expose participants to best practices in rig HSE protocols

TARGET AUDIENCE:

Roustabouts, Roughnecks, Operators, Maintenance Group, Derrick Hands, Shaker Hands, Mud Hands, Chemical Handling Personnel

11. SHORT COURSE IN REFINING AND PETROCHEMICALS

COURSE OBJECTIVES:

The aim of this professional Refining and Petrochemicals Short Course programme is to provide attendees with broad based training required for sound refining and processing of crude oil. Crude oil and gas are of little use in their raw state. Their value lies in what is created from them: fuels, lubricating oils, waxes, asphalt and petrochemicals. A refinery is an organized and co-ordinated arrangement of manufacturing processes designed to produce physical and chemical changes in crude oil and natural gas.

TARGET AUDIENCE

Production Engineers, Technologists, Process Engineers, Production Chemists, Technicians, Supervisors, Service personnel, Inspectorate staff, Laboratory personnel and Toxicologists

12. FUNDAMENTALS OF ONSHORE PIPELINE ENGINEERING

OBJECTIVES

At the end of the training, participants should be able to understand the following:

- History of Pipeline
- Pipeline Planning
- Codes and standard for pipeline design
- Wall thickness calculation
- Function of alignment sheet
- Steel pipeline design
- Pipeline construction activities

TARGET AUDIENCE

Engineering graduates, pipeline inspectors, project managers, those in need of a refresher in the overall field of operations in pipeline

13. ORACLE INTRO TO PRIMAVERA P6

This course covers the following topics;

- Introduction to Primavera
- Project Management Life Cycle
- Navigating
- Managing Multiple Projects
- Creating a Project
- Creating a Work Breakdown Structure
- Adding Activities
- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Assigning Constraints
- Formatting Schedule Data
- Defining Roles and Resources
- Assigning Roles
- Assigning Resources and Costs
- Analyzing Resources
- Optimizing the Project Plan
- Baselining the Project Plan
- Project Execution and Control
- Reporting Performance

14. ORACLE ADVANCED PROJECT MANAGEMENT IN PRIMAVERA P6

This course covers the following topics;

- How to Use This Manual
- Creating Calendars
- User Fields and Global Change
- Using Codes in Primavera
- Summarizing Project Data & Running Job Services
- Advanced Resource and Role Analysis
- User Access
- Duration Types
- Calculating Percent Complete
- Earned Value and Weighted Milestones
- Monitor Thresholds and Issues
- Importing and Exporting Data
- Transferring Data between Primavera and Microsoft Excel
- Creating a Project with Project Architect
- Defining and Assigning Cost Accounts
- Advanced Scheduling
- Activity and Resource Calculations
- Leveling Resources
- Updating Baselines

15. ORACLE RISK ANALYSIS PROJECT

This course covers the following topics;

- Oracle Risk Analysis using Monte Carlo Simulation
- A brief introduction to Risk Analysis
- Modeling task durations
- Weather Modeling
- Entering uncertainty
- Task existence risk
- Running the risk analysis
- Interpreting the results.
- Copying the risk graph to the clipboard
- Criticality Index
- Monitor Thresholds and Issues
- Importing and Exporting Data
- Transferring Data between Primavera and Microsoft Excel
- Creating a Project with Project Architect
- Defining and Assigning Cost Accounts
- Advanced Scheduling
- Activity and Resource Calculations
- Leveling Resources
- Updating Baselines

2015 SHORT COURSE SCHEDULE

S/N	Course Name	Course Date in 2015	Duration	Course Cost (\$)
1.	Effective Report Writing And Presentation Skill Course	April 13 -17	5 Days	3,500
2.	Advances in Reservoir Fluid Characterization	May 4 – 8	5 Days	3,500
3.	Welltest Design, Operations and Analysis	May 18 – 22	5 Days	3,500
4.	General Awareness of Rig Operations & Rig HSE Protocol	June 1 - 5	5 Days	3,500
5.	Short Course in Refining and Petrochemicals	June 15 – 19	5 Days	3,500
6.	Fundamentals of Onshore Pipeline Engineering	July 6 – 10	5 Days	3,500
7.	Hunting For Oil	July 27 - 31	5 Days	3,500
8.	Oracle: Intro to Primavera P6	August 17 – 21	5 Days	3,500
9.	Oracle: Advanced Project Management in Primavera P6	September 7 - 11	5 Days	3,500
10.	Metering and Allocations	September 21 -25	5 Days	3,500
11.	Fluid Mechanics & Flow Assurance	October 5 – 9	5 Days	3,500
12.	Subsea Production Systems	October 26 - 30	5 Days	3,500
13.	Project Management	November 2 – 6	5 Days	3,500
14.	Oracle: Risk Analysis Project	December 7 - 11	5 Days	3,500
15.	Improved/Enhanced Oil recovery	December 14-18	5 Days	3,500

N/B

- All fees cover tea break, lunch, bags, course materials & certificate of attendance.
- Companies are expected to arrange accommodation for their staff.

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