

Course No. 1594

Essential Skills for Oil and Gas Professionals Management Course

MANAGEMENT, LEADERSHIP & DIGITAL TRANSFORMATION
OIL & GAS

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Oil and Gas industry operates in a highly complex and demanding professional environment where technical expertise must be supported by strong management, communication, leadership, and interpersonal skills. Professionals are expected to work across multiple disciplines while maintaining high standards of safety, efficiency, quality, and performance.

Technical knowledge alone is no longer sufficient to achieve sustained professional success. Oil and Gas professionals need to communicate effectively, manage priorities, solve problems, make sound decisions, work across teams, manage stakeholders, and respond effectively to operational challenges and changing business requirements.

This course provides a practical and integrated approach to developing the essential professional and management skills required by Oil and Gas professionals. It focuses on turning professional knowledge into effective workplace performance.

Participants will develop practical techniques for managing priorities, handling pressure, communicating with managers and colleagues, working with contractors and stakeholders, solving problems, making decisions, and contributing effectively to multidisciplinary teams and projects.

Objectives

- By the end of this course, participants will be able to:
- Understand the essential skills required for professional success in the Oil and Gas industry.
- Assess their professional strengths and identify areas for development.
- Improve professional communication across multidisciplinary work environments.
- Apply effective techniques for managing time, priorities, and workload.
- Develop stronger analytical thinking, problem-solving, and decision-making skills.
- Strengthen teamwork and cross-functional collaboration.
- Apply effective leadership principles in Oil and Gas work environments.
- Improve meeting management and professional discussion skills.
- Develop effective approaches to stakeholder, contractor, and colleague relationships.
- Improve professional report writing, presentations, and management communication.
- Respond more effectively to change, pressure, and operational challenges.
- Strengthen professional performance and personal accountability.

Who Should Attend

This course is designed for professionals, engineers, supervisors, and employees working in Oil and Gas and energy organizations across technical, operational, administrative, and commercial functions.

It is also suitable for department managers, supervisors, team leaders, project managers, and professionals working in operations, maintenance, engineering, projects, procurement, contracts, supply chain, and HSE.

The course is particularly valuable for early-career professionals, experienced employees seeking to strengthen their management and interpersonal capabilities, and professionals preparing to move into supervisory or leadership positions.

Learning Outcomes

- Upon successful completion of this course, participants will be able to:
- Identify the professional and management skills most important for success in the Oil and Gas industry.
- Assess their professional capabilities and identify development priorities.
- Communicate clearly and effectively across different levels and disciplines.
- Manage time, priorities, and daily responsibilities more effectively.
- Handle workplace pressure and challenging professional situations.
- Analyze problems and identify their root causes.
- Make practical decisions based on available information, risks, and business requirements.
- Work effectively within multidisciplinary teams.
- Manage meetings and professional discussions more efficiently.
- Prepare and present technical and management information clearly.
- Build effective working relationships with stakeholders, contractors, and colleagues.
- Respond to organizational change and operational challenges with greater flexibility.
- Apply leadership and influencing skills without relying solely on formal authority.
- Develop a practical personal plan for improving professional performance and career development.

Course Outline

DAY 01

Professional Excellence and Essential Skills in Oil and Gas

- Understanding professional success in the Oil and Gas industry.
- Moving from technical expertise to broader professional capability.
- Essential skills for professionals, supervisors, and managers.
- Understanding multidisciplinary work environments.
- Assessing professional strengths and development areas.
- Building a results-oriented professional mindset.
- Aligning individual responsibilities with organizational objectives.
- Managing daily responsibilities and professional priorities.
- Building credibility, trust, and professional accountability.

PRACTICAL APPLICATION

Professional skills assessment and personal development planning.

DAY 02

Professional Communication and Workplace Relationships

- Principles of effective communication in Oil and Gas environments.
- Communication across different teams and disciplines.
- Effective listening and questioning techniques.
- Communicating with managers, colleagues, contractors, and stakeholders.
- Managing misunderstandings and communication barriers.
- Communicating during sensitive and high-pressure situations.
- Writing effective professional reports and correspondence.
- Presenting technical and management information clearly.
- Managing professional meetings and discussions.
- Building effective and sustainable working relationships.

DAY 02 — CONTINUED

PRACTICAL APPLICATION

Multidisciplinary professional meeting simulation.

DAY 03**Time Management, Problem-Solving and Decision-Making**

- Managing time and priorities in high-pressure work environments.
- Distinguishing between urgent and important tasks.
- Managing multiple priorities and competing demands.
- Identifying and defining workplace problems.
- Root cause analysis and structured problem-solving.
- Developing and evaluating alternative solutions.
- Making decisions with incomplete information and uncertainty.
- Linking decisions to risks, costs, and operational outcomes.
- Addressing recurring problems and preventing reoccurrence.

PRACTICAL APPLICATION

Analyzing an operational problem and developing an appropriate decision.

DAY 04**Teamwork, Leadership and Stakeholder Management**

- Building high-performing teams.
- Collaboration between engineering, operations, maintenance, projects, and support functions.
- Understanding team roles and responsibilities.
- Effective leadership in Oil and Gas environments.
- Influencing and gaining cooperation without formal authority.
- Delegation, follow-up, and accountability.
- Giving and receiving constructive professional feedback.
- Managing disagreements and workplace conflicts.

DAY 04 — CONTINUED

- Managing stakeholders and contractors effectively.
- Building trust and collaboration across teams.

PRACTICAL APPLICATION

Leadership simulation and multidisciplinary team management.

DAY 05

Professional Performance, Resilience and Leadership Development

- Building and sustaining high professional performance.
- Managing workplace pressure and challenging situations.
- Developing resilience and adaptability.
- Responding effectively to operational uncertainty and change.
- Developing presentation, influence, and management communication skills.
- Converting knowledge and experience into measurable results.
- Building professional credibility and reputation.
- Developing effective internal professional relationships.
- Preparing for supervisory and leadership responsibilities.
- Setting professional development goals.
- Developing a personal skills improvement plan.

PRACTICAL APPLICATION

Developing a 90-day professional development plan.



Register or Request More Information

Course page: <https://quest-training.com/courses/essential-skills-for-oil-and-gas-professionals-management-course>

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