



Society Of Petroleum Engineers
NIGERIA COUNCIL

SPE NAICE
SOCIETY OF PETROLEUM ENGINEERS - NIGERIA ANNUAL INTERNATIONAL CONFERENCE & EXHIBITION
...celebrating 40 years of NAICE (1976 - 2016)

Pre-Conference Training Courses

Course Date: 30 – 31 July, 2016

Course title:

Effective Report Writing And Presentation Skills

Course Fee (per person):

SPE Member: N75,000 (N70,000 discounted fee valid till 31st May, 2016)

Non-Member: N80,000 (N75,000 discounted fee valid till 31st May, 2016)

Course Overview

Although reports are vital communication tool in any organization, but many are afraid to write reports. They dread the rewriting that may be involved and in some cases, this results to friction between the boss and subordinates. any are also afraid of making oral presentations. Effective report writing skill is essential in every organization. It helps the organization save time and money, make the right decisions and take effective actions. It also significantly improves the career prospect of the worker. This is a 2-day course organized as a workshop. There will be exercises on topics discussed to enable participants fully understand the concepts. Every course participant is advised to come along with a report and a presentation that he or she has written or made to enhance learning.

Audience

This course will be beneficial to all workers in any organization. This includes those who have not started writing serious reports, and those aspiring to write their reports effectively.

Course Objectives & Content

The objective of this course is to enable participants acquire the skill required for writing good reports and also making effective presentation. At the end of the course, participants should be able to recognize and avoid common mistakes in language of report. They should understand how to choose words to express intended meaning. Also they should be able to structure their reports, proposals and presentations in a logical manner. The course also deals with methods of preparing and delivering fluent and convincing oral presentation. Methods of preparing and using visual aids will be discussed.

Effective Report Writing

- Language of Report - Sentences, Parts of Speech, Punctuation and Problems; Principles A, B, and C of Clear Writing.

NAICE

Lagos-Nigeria, 2-4 August 2016

Theme

**"Transparency in the Oil and Gas
Business: An Imperative for Energy
Security and Stability".**

REGISTER & PAY ONLINE
BEFORE MAY 31 & ENJOY
DISCOUNTED COURSE FEES,
HOTEL RATES & MORE!

Full Technical Papers submission deadline:
15 March 2016

<http://connect.spe.org/spenc/naice>

Top 10 reasons to attend 40th edition of Nigeria Annual International Conference & Exhibition (NAICE)

1. Top notch plenary sessions
2. Marginal Field Development Workshop
3. 16 Technical Sessions with over 65 technical presentations. And novel e-Posters Sessions with over 30 technical presentations
4. 6 training courses
5. Exhibition covering more than 5000 sqm with over 60 exhibitors with the latest techs, products and services.
6. Extensive two day programme for young professionals and students
7. Non-Technical Women Network Development Sessions
8. Industry peer's recognition awards and special dinners.
9. Luncheons designed to network top industry leaders!
10. Fun trips and tours for families

- Organization of Reports- Types of Reports, Format for Different Reports; Procedure for Writing Reports, Tables, Figures and Equations in a Report.
- Problems in Technical Reports- Poor Organization of Facts, Use of Unnecessary complex words; Passive
- Writing, Impersonal Writing, etc.
- General Information- Information for writers, Units and Symbols; Words, Styles; Abbreviations and Capitalization Effective Presentation Skill
- Overview of Presentation (Purpose, Uses and Need)
- Preparation-Steps Involved Audience Research and Analysis and Levels of Audience Reaction Patterns.
- Organizing the Content of Your Presentation- Helpful Hints about Organization and Organization Tools.
- Content of a Presentation- Standard Presentation Pattern; Other Patterns Types of Conclusion, Psychological Fact.
- Visual Aids- Why use them, Some Points to note about Visual Aids
- Practicing Your Presentation On the D-Day
- Handling Questions and Answers • Films and Exercises

Profile of instructor



Professor Mike Obi Onyekonwu is the founder and first Managing Consultant of Laser Engineering and Resources Consultants Limited – an indigenous consultancy outfit specializing in Reservoir Management Studies, PVT Sampling and Analysis and Slickline Services. Laser Engineering also runs a Geosciences School accredited by

National Board of Technical Education. Professor Onyekonwu is currently the Director of the Institute of Petroleum Studies University of Port-Harcourt and Chairman of the Oil and Gas Trainers Association of Nigeria (OGTAN). Professor Onyekonwu was former PTDF Gas Chair Professor of Petroleum and Gas Engineering at the University of Port-Harcourt. Professor Onyekonwu obtained a BSc. (First Class Honours) degree in Petroleum Engineering in 1978 from University of Ibadan Nigeria. Subsequently, he obtained an MS and PhD degrees in Petroleum Engineering from Stanford University California in 1981 and 1985 respectively. Professor Onyekonwu was 2001-2002 Society of Petroleum Engineers Inc Distinguished Lecturer and also a visiting Lecturer to the University of Leeds UK. He is a member of University of Port-Harcourt Council and also member of Nigerian Content Development Monitoring Board Governing Council. His interest is in oil and gas research and mentoring young professional. He has published two books and more than 60 articles in reputable journals. He has also won many awards including the Society of Petroleum Engineers African Region Award for his contributions on Reservoir Description and Dynamics.

CEUs

Engineers are responsible for enhancing their professional competence throughout their careers. Licensed, chartered, and/or certified engineers are sometimes required by government entities to provide proof of continued professional development and training. Training credits are defined as continuing Education Units (CEUs) or Professional Development Hours (PDH). Attendees of SPE training courses earn 0.8 CEUs for each day of training. We provide each attendee a certificate upon completion of the training course

SPE Training Courses

- Setting the Standard for Technical Excellence

Learn the industry's technologies and best practices that you can apply to real-world challenges now.

LIST OF COURSES ON OFFER AT NAICE2016

- Strategic leadership in E & P Business
- Well Reservoir and Facility Management
- Effective Report writing and Presentation skills
- Petroleum Resource volume & Reserves Evaluation and Reporting
- Hole problems and unscheduled events management for well construction and optimization
- Petroleum Economic: Revenue forecasting, fiscal systems, profitability, and Risk Analysis

NAICE VISITORS PROFILE

- Executive Management from NOCs, IOCs & Service Companies
- Government/regulatory agencies representatives
- Experts in Drilling and Completion, Production and Operation Projects, Facilities and Construction, Digital Energy, and HSSE,
- Geoscience and Reservoir Experts
- Contracts and Procurement
- Scientists, Technologists, Consultants and Researchers
- Academia
- Media executives • Students

Society of Petroleum Engineers
SPE Nigeria Council Secretariat,
House 4, Road 21, Trans Amadi Gardens,
off Peter Odili Road, P. O. Box 4668,
Trans Amadi, Port Harcourt, Nigeria.

spencsecretariat@spenigeriacouncil.org
admin@spenigeriacouncil.org

Share >> Learn >> Discover >> Network

<http://connect.spe.org/spenc/naice/naice2016/shortcourse>

www.spenigeriacouncil.org

www.facebook.com/spe.council

twitter.com/SPE_NIGERIA

Event App:

<http://m.twoppy.com/naice2016>

Effective Report Writing And Presentation Skills Professor Mike Obi Onyekonwu

Register by email or online for this course at <http://connect.spe.org/spenc/naice>

Name: _____
Company: _____
Address: _____
State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

For further details and registration assistance, please contact: Course Coordinator
Mrs. Bola Femi Saliu (Email: BolaFemisaliu@chevron.com and/or call 0805 539 4162)

Note: All courses run concurrently for the two days July 30 & 31, 2016