



A Worldwide Leader in Industrial Training



Corporate Profile



www.petc.us

About



PETC Training Company was established in response to the growing need for quality training to support the business community within your Company, Department or Organization by providing a high standard of Training Programs, Courses, Seminars, Workshops and Consultancy Services to employees in a very competitive business environment.

Following the latest trends and ideas in Technology and Management techniques, and with its in-depth knowledge of the business environment, PETC Training Company is able to meet the special requirements of both local and international business throughout the Middle East.

PETC Training & Consulting is an independent multinational firm with more than 25 years of experience in helping regional organizations develop their human capital in all fields of management. Since 1995, we have been entrusted by our clients to provide the most reliable training and consulting products and services in the region.

Our innovative and diversified range of training programs and consulting services are designed and delivered by an ever-growing team of full time multilingual consultants experienced in providing solutions relevant to this part of the world and applicable to today's business challenges. We pride ourselves on our track record in this regard and on our long-standing relationships with our clients, many of whom have been with us since we started business.

Our public training programs have attracted more than 300,000 participants from almost 3,000 organizations many of whom also entrust us with their needs for bespoke in-company programs. Our client base is steadily growing and so is our commitment to remain the regional leaders in the fields of training and consulting.

PETC Training Company has always been a great place to work but we have worked very hard during the last two years to make it even better. We have recruited a number of well trained, highly motivated innovative managers and trainers to cope with our ever increasing project demands. We are committed to global unification of work practice and standards, offering template solutions to regional offices and clients alike. And we have implemented a program of high-involvement innovation through policies which:

- Make people management our highest priority Link staff training to global and regional business planning Install Team structures formally train our leaders to assist quicker Team cohesiveness.
- Focus on Team work rather than individual tasks through the incorporation of project management concepts
- Shift focus to knowledge management rather than task management because we see our people as 'assets' to be cultivated rather than 'labour costs' to be minimized.
- Our Quality Assured Training programs not only have the distinction that they have undergone in-depth review and strict examination process by professional governing and certifying bodies but also have direct relevance to the training needs of candidates representing a specialized profession.

Vision

Excellent Consultancy and Industrial Training Services & Solutions and to be your most trusted partner in developing excellence for generations to come. PETC Training Company will be the centre of excellent training and consultancy setting the benchmarks of the industry.

Mission

Our mission is to provide world-class training and Engineering consulting services for the development and implementation of strategies, techniques, processes, and systems. We endeavour to bring world-class performance to the purchasing, contracting, planning, storage, transportation, projects, and operational activities for materials, equipment, construction, and services that are required by our clients.

- We will earn the trust and confidence of our clients by providing the most reliable training and consulting products and services in the region.
- We will continuously innovate to ensure we are aligned with our clients and we will strive for excellence in everything we do.
- We will walk the talk when it comes to our employees and prove why PETC Training Company is the leading employer in our industry.



Objectives

It is our objective to excel in each of the following categories:

- Bringing your staff up to date with the latest techniques.
- Improve their performance.
- Deepen their understanding of their working environment.
- Provide new ideas they can use in their daily tasks.
- Services which are proactive and responsive to the requirements of the industry
- Customer Satisfaction as measured by improvement in the results of customer satisfaction surveys and feedback
- Instructors and consultants that are of the highest calibre and known to be key leaders of their industry
- A working environment of productive and progressive workforce bounded by Team spirit, innovation, and goal achievement
- Highly efficient and effective administrative operations using globally certified quality management best practices.

Values

We at PETC Training Company uphold:

- Honour – We uphold uncompromising integrity by demonstrating loyalty, honesty, and ethical behaviour in all of our transactions. We accomplish this by placing the success of our business, its people, and our customers ahead of any personal gain
- Excellence - We strive to achieve continuous improvement in our organisation and ourselves to deliver the highest quality services and top of the line programmes
- Responsibility - We provide and maintain constant credibility by consistently delivering on our commitments, admitting to our mistakes, and being held accountable for our performance
- Customer Satisfaction - We work with high-energy, enthusiasm, the desire to exceed our customers' expectations
- Innovation – We will provide our valued clients with the means to continuously improve their ability to efficiently and effectively implement best practices
- Mutual Relationships – We understand the success of our company is directly related to the success of our client partners.
- Mastery
- Reliability
- Client-Centricity



Strengths

- Use of broad global resources
- Our training evaluation systems enable organisations to understand more about the effectiveness of all development provided. First launched in 1995, our systems are now multilingual, and used globally by some of the world's leading businesses to make every training pound/dollar/euro/yen/dirham – go further.
- Learning Design: Since 1995 we have been tailoring programs to the needs of different businesses and sectors. Today we are world renowned as experts in tailoring and learning design. Our world class learning design, which always incorporates accelerated learning methods, ensures a quality of content combined with innovative and engaging delivery that delivers genuine competitive advantage through development.
- Technology: we possess, understand and apply internet based learning technologies, blended with traditional solutions to deliver profoundly different development which is more accessible, portable, relevant and powerful than our competitors.
- People: Since 1995 we have been investing in the building and development of an exceptional group of people. Today and everyday our team delivers benefits of this investment back to you – our clients. PETC Training Company trainers are best in class; they are strong business people with expertise, insight, energy and inspiration. Our developers, designers and technicians are instinctive, quick and brilliant. Our service is consistent, speedy, accurate and attentive. Daily creativity from everyone - is one of the beautiful by-products team confidence and capability.

- The ability to facilitate innovative thinking and exchange of ideas
- Skill to develop client-specific strategies
- A strong value of client loyalty which increases value to clients
- The ability to respond flexibly to diverse client needs that allow for a primary focus on activities/offerings that advance the careers and skills of our clients' employees
- Ability to provide expertise across diverse industries from oil/gas, to manufacturing, finance, military, and government
- Ability to provide real-world solutions to current real-world issues
- Learning Generations: PETC Training Company develop learning solutions for all four learning generations – generation X and Y, baby boomers and traditionalists – these generations were all educated differently and all respond to different learning stimulus. Every generation is represented in the workplace today but how many organisations even consider these differences, let alone use this insight to produce more effective development solutions? PETC Training Company do.





Our Training Services:

PETC's training programs have been developed and are continually updated, based not only on the latest international technical and management principles and practices, but also on field research, first-hand experience, in-depth knowledge of the region and the specific requirements of organizations.

1. Public Training Programs:

Public Training Programs are open to participants from any organization. These participants have the opportunity to concentrate on their learning away from the job and without the pressures of day-to-day work. Participants also benefit from sharing experiences with people from other organizations and gain a new perspective on common problems.

Terms and Conditions for Public Programs

- a.** Frequent Nomination Plan In recognition of those clients who frequently nominate participants on public programs offered by PETC Training Co., a special frequent nomination discount of 10% on paid fees will be given if 10 or more candidates are nominated per year. This special discount will apply to the 10th paid nomination onwards on programs offered. Moreover, clients who nominated 10 or more participants during last year will be eligible for the 10% discount for every nomination in 2015.
- b.** Several Nominations on the Same Program In addition to the above plan, one extra free place is offered to any organization that makes 2 paid nominations for the same program and dates.
- c.** Cancellation Terms If a confirmed registration is cancelled less than 5 calendar days prior to the program start date, a substitute participant may be nominated to attend the same program, or a 20% cancellation charge is applied. The 100% cancellation fee will be charged in case the participant is a no-show.

2. in-Company Training Programs:

Most of the training programs described in this directory can be offered "in-company" in English or Arabic and are then designed to effectively and economically meet the specific needs of the client. PETC Co. can also design and offer "in-company" programs on subjects that are not listed in this directory. In addition, programs can be designed based on any combination of topics listed in this directory.

In-company programs benefit the client because they:

- Address issues specifically related to the organization.
- Include specially designed cases and exercises, which apply to the client's situation.
- Enable the organization to select the proper mix of participants to ensure maximum benefit.
- Build team spirit among the program participants.
- Are cost effective.

Program Material and Customization:

PETC will design and prepare all the material required for "in-company" programs, including training binders with the client's name and logo and participation certificates for those with full attendance. PETC Co. will also customize the presentation if the client can provide to the assigned consultant relevant information (priorities, problems faced at work, etc.) within a reasonable period prior to the start of the training program.

3. Individualized Training Programs:

Individualized Training Programs (ITPs) are concentrated, practical, one-to-one coaching sessions, with individuals receiving the full-time attention of specialized and experienced consultants.

PETC Co. has conducted many such in-depth training programs, which were specifically designed for individual participants. The subjects covered were based on the specific needs of each participant. The programs usually comprise briefings by PETC Senior Consultants, reviews of manuals, reports and other data, as well as supervised exercises and structured discussions. ITPs may last from one day to three months, depending on individual and organizational needs, and may be conducted in English and/or Arabic.

4. Training Methodology:

PETC Co. relies on a variety of training and facilitation methods and techniques. Used whenever applicable, these methods are aimed at enhancing individual and group interaction while maximizing learning. Some of these methods are:

- Brief presentations by the consultant.
- Group debriefs.
- Individual and team exercises, indoors and outdoors.
- Behaviour modelling and role-plays.
- One-to-one and group discussions.
- Case studies, simulations and small projects.
- Video films, videotaping and playback.
- Self-analysis questionnaires and learning instruments.
- Assessment tests at the beginning and end of training programs.
- Individual action plans (to follow up and evaluate training results).

Most training programs are facilitated by bilingual (English and Arabic) consultants. Public programs are held from 8:30 a.m. to 3:00 p.m. (lunch included). However, in-company programs can be more intensive with extended hours.



5. Action Plans and Training Follow-Up:

To ensure the concepts and skills introduced in our programs are duly transferred to the workplace, PETC is ready to incorporate an "Action Plan" section at the end of any training program. This section will constitute an integral part of the training and will be completed by the participants before the closing of the program.

If requested by the client, PETC also stands ready to design a follow-up training session and/or consult with the client to try to expedite the transfer of learning to the workplace and to deal with any post-training issues which may impact the business.

6. Consultant's Feedback:

At the formal request of the client, PETC will be glad to give a brief evaluation of the participants (attendance, participation, etc.) and to provide the client's Management with a summary evaluation of the training.

We are proud to be the leading training provider of choice across the Middle East and we would welcome an opportunity to discuss your company's training and development initiatives.

Please contact us on info@petc.us for one of our training specialists to get in touch.

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Web www.petc.us

Our Engineering Consulting Services

Our Team of expert Engineers covers the following Engineering Disciplines:

Project Management Consultancy

When we offer our Project Management Consultancy package to our Clients, they know that their project lies in safe hands. From tender preparation & administration to the final commissioning and hand over, our Project Team will be closely supervising each and every aspect of the project ensuring that our Client's interest is best protected. In other words, when we say "Client Representative", we truly mean it. Our Project Management Consultancy service spans the entire project execution phase, including but not limited to the following:

- Tender Package Preparation and Administration
- Contract and Procurement Management
- Project Execution Planning & Control
- Construction Management & Supervision
- Quality Management
- Project HSE Management
- Risk Management & Cost Control
- Project Pre-commissioning and Commissioning Assistance

Safety, Quality and Environmental

Considering the high importance of the safety and environmental aspects of any project, we have a dedicated team of experts who provide a range of Safety & Environmental Engineering studies.

Whether related to the project design, project surroundings or environment, our team of experts will make sure that all relevant safety & environmental aspects are adequately addressed, and where applicable, protective measures and safeguards are implemented. Our scope of service covers, but is not limited to, the following:

- Hazard & Operability (HAZOP) Study
- Hazard Identification (HAZID) Study
- Quantitative Risk Assessment (QRA)
- Formal Safety Assessment (FSA)
- Design of Active & Passive Fire Protection Systems
- Environmental Impact Assessment (EIA)
- Specialized Engineering Studies
- Strategic Performance Management
- PETC Laboratory Systems.

Competency Management Solutions

- PETC Competency Online Training Management System
- Process & Process Safety Engineering
- Mechanical (Static & Rotary) Engineering
- Piping and Pipeline Engineering
- Electrical Engineering
- Instrumentation Engineering
- Civil/Structural Engineering



Our Clients



Since opening PETC Co. in 1995 more than 300,000 professionals have benefited from our training, through our public course schedule and in-house programmes. PETC Co. has been privileged to work with most leading organisations in the region, covering all aspects of development from strategic leadership to patient flow to financial modeling. With our carefully screened instructors and our excellent team, we have shaped a superior training experience that has been a privilege to share with top tier institutions all over the Middle East. Below is a selection of our clients:

Abu Dhabi Commercial Bank	Department of Transport Abu Dhabi	Mubadala
Abu Dhabi Distribution Co	Dolphin Energy Ltd	Municipality of Abu Dhabi City
Abu Dhabi Education Council	DP World	Nakheel PJSC
Abu Dhabi Food Control Authority	Du	National Archives
Abu Dhabi Gas Development Co	Dubai Electricity & Water Authority	National Drilling Co.
Al Hosn Gas	Dubai Properties Group	National Lottery Authority
Abu Dhabi Gas Liquefaction Ltd	Elm	Oman LNG LLC
Abu Dhabi Investment Council	EIAST	Ooredoo
Abu Dhabi National Oil Co	Emirates LNG	ORYX GTL
Abu Dhabi Police	Emirates National Oil Co (ENOC) LLC	Petroleum Development Oman LLC
Abu Dhabi Polymers Co Ltd Borouge	Emirates Nuclear Energy Corp	Primary Health Care Corporation
PTE	Etisalat	Qatar Foundation
Abu Dhabi Quality & Conformity Council	Federal Authority For Nuclear Regulation	Qatar Petrochemical Company QAPCO
Abu Dhabi Retirement Pensions & Benefit	Federal Demographic Council	Qatar Petroleum
Abu Dhabi Systems & Information Centre	Fosroc International Ltd.	Qatar Steel Co Ltd
Abu Dhabi Tourism & Culture Authority	GASCO	Rabigh Refining & Petrochemical Co
Abunayyan Holding	Gen Sec Of The Executive Council	RasGas Company Ltd
ADASI	Hamad Medical Corporation	Riyad Bank
ADCO	Haya Water	Royal Commission For Yanbu
ADNOC Distribution	Health Authority Abu Dhabi	Salalah Methanol Co.
Al Ain Distribution Co	International Petroleum Investment	Saline Water Conversion Corporation
Bank Al Bilad	King Abdulaziz City for Science & Tech	Saudi Arabian Airlines
ALDAR Properties	King Faisal Specialist & RC	Saudi Aramco OOC Group
AMERICANA	Kuwait Oil Co	Saudi Basic Industries Corporation
ARASCO	Kuwait Petroleum Corporation	Saudi British Bank
Aspire Zone Foundation	Maersk Oil Qatar AS	Saudi Electricity Company
Bahrain Credit	MBC Group	Sultan Qaboos University Hospital
Capital Markets Authority	Ministry of Defence Oman	Supreme Council for National Security
Dar Al Riyadh Consultants	Ministry Of Finance	Supreme Council of Health
Department of Finance Abu Dhabi	Ministry Of Interior	Tawazun Offset Program Bureau
	Ministry of Labour	TRA
	Ministry of Presidential Affairs	Wasl Asset Management
		Zakum Development Co

Certified And Specialised Courses

The certified courses are cutting-edge events which are brought to you in association with our academic partners.

Discover the benefits of these certified courses:

- Gain an in-depth understanding of every issue impacting your organisation and ensure you walk away with the confidence and experience to handle any situation
- Earn a certificate in your chosen topic area that will attest to your proficiency, enhance your value to your organisation and further your professional development
- Discover best practice and critical strategies in your chosen field that will ensure organisational compliance and improve your job performance
- Exchange ideas and discuss practical solutions to common (and not so common) dilemmas with colleagues and leading specialists



International Accreditations

By virtue of PETC Training Company approved training provider status with the below professional organizations, the participant may be awarded with an internationally recognized and Accredited Certificate that will provide him with unmatched value in enhancing and developing his career and professional skills.

PETC Company is the first training company in the whole Middle East that adapted the Continuing Professional Development concept, which features the awarding of continuing education units, professional development hours or similar professional development units which greatly assists all professionals in quantifying and making a proper and valid reference as to the training that they have gained through time.



NEBOSH: The National Examination Board in Occupational Safety and Health

PETC Training Company is an Accredited Course Provider of The National Examination Board in Occupational Safety and Health (**NEBOSH**). NEBOSH is an awarding body approved by Scottish Qualifications Authority (SQA) and PETC Training Company is authorized to offer NEBOSH's comprehensive range of globally-recognized qualifications designed to meet the health, safety, environmental and risk management needs of all places of work in both the private and public sectors.



PMI: Project Management Institute (R.E.P.) ID: 4526

PETC Training Company's training programs meet the continuing professional development requirements of the **Project Management Institute (PMI)**. The Professional Development Units/Hours (PDU) or Continuing Education Units (CEUs) awarded to PETC Training Company's participants are recognized and credited by the Project Management Institute (**PMI**) as per Criterion 4 of the Registered Education Provider (R.E.P) Program.



The Chartered Institute of Logistics and Transport - United Arab Emirates Certificate No. A2017/ECO/00013

The Chartered Institute of Logistics and Transport (CILT) is a worldwide organisation with an established international pedigree. With over 33,000 members working in over 100 countries, the CILT spans the globe. CILT is the pre-eminent independent professional body for individuals associated with logistics, supply chains and all transport throughout their careers. It offers significant benefits to all its members, as well as a complete suite of educational courses internationally.

For more information on CILT, please visit www.ciltuae.org or www.cilt-international.com



(ILM) Approved Center ID: 821887D

(ILM) is the UK's largest awarding body for leadership and management qualifications. ILM partners with over 2,000 ILM-approved centres, comprising private training providers, further and higher education colleges, and employers delivering in-house management training.



Society for Human Resource Management (SHRM)

Founded in 1948, the Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. Representing more than 250,000 members in over 140 countries, the Society serves the needs of HR professionals and advances the interests of the HR profession. SHRM's motto is, leading people, leading organisations. Professional development programs offered by SHRM are created using proven global standards of best practice with an applied focus. Today, theory is not enough, the application is crucial.

One of SHRM's four strategic pillars is to be a global organisation. SHRM's global growth increased by 32% in 2011 and over 8,500 members currently reside outside of the US. SHRM is also leading in the development ISO Standards for HR and competency models, by the profession, for the profession.

A SHRM learning experience delivers the confidence of value and brand recognition that can only come from the world's largest HR association.

Frequently Asked Questions (FAQ)

There are five easy ways to register:

- Web: Click REGISTER and complete the form and click SUBMIT.
- e-mail: Send your details to info@petc.us
- Fax: Complete the Registration Form and fax it to +9712-6262350
- Telephone: Please call +9712-692 0007 to reserve your place.
- Post: Send a completed registration form to P.o.Box: 50238 Al-Gharbia – Madinat Zayed, U.A.E

How can I participate in PETC Co. course?

To maximize convenience, PETC Co. public courses are available in over 40 locations around the world, and held multiple times throughout the year. Participants can attend in person.

What do the fees include?

The fee for the seminar/Programs includes expert instruction materials, documentation, lunch, snacks, and coffee/tea. Accommodation charges are not included in the Fees.

Are there prerequisites or qualifications required to participate in PETC Co. training?

There are no prerequisites or qualifications required to participate. However, to maximize the course experience, you will want to pay particular attention to the "Designed For" section of each description, as well as how the course fits in its respective Course Progression Map.

How can I tell which course is right for me?

The best way to find the course that will meet your needs is to look at the Course Progression Map for your discipline, job function, or subject matter need. Each map will show you how the courses are organized within each discipline by level, from Basic to Specialized. In addition to specific subject matter categories within each discipline, the map will also show you the most relevant inter-disciplinary and cross-training courses from other disciplines.

How can I pay?

Your company will be invoiced and we accept a variety of payment methods, including; bank transfer, bankers draft, cheque or cash. We do require payment before the seminar is scheduled to take place.

Do PETC Co. courses give me credit toward continuing education?

Yes, PETC Co. courses qualify toward Continuing Education Units (CEU) and Professional Development Hours (PDH). A five day course counts toward 3.2 CEUs and 32 PDHs. Our training group can provide the documentation needed upon completion of the course.

Are there any places left on a seminar/program?

Please contact us to check availability. Some seminars fill up very quickly so it is advisable to register as soon as possible to avoid disappointment. Email us at info@petc.us

Do you give any assistance with obtaining a visa?

Yes – we do. For registered delegates, we issue a visa invitation letter to help support your application. We can also assist with hotel accommodation in all our venues, as some visas require accommodation in advance.

Are PETC Co. Training registered as a learning provider?

We are registered with the U.A.E, Saudi and Egypt Register of Learning Providers which is used by agencies such as the Learning & Skills Council (ACTVET)

Are there any special rates for accommodation?

We always try to secure a special rate for our delegates, please contact us for details. Special rates are subject to availability and are on a limited basis. Early registration will help secure a room at the reduced rate.

Cancellation Policy

If you need to cancel your registration, please do let us know as soon as possible. A late cancellation charge of US \$ 250.00 will be required if cancellation is less than 2 weeks before commencement. If you prefer, you can substitute a colleague in your place at no extra charge. Please call us on +9712-692 0007



Worldwide Locations

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