



GREEN

Energy and Environmental Services
Co. W.L.L

Airport Road, KBH Complex - Building No: 212, 1st Floor
Office No. KBH 557 - PO. BOX: 30669, Doha - Qatar
T: +974 44 55 1912 - F: +974 44 65 23 87 - Mob: +974 6660 5670
E-mail: info@environmentqatar.com

www.environmentqatar.com



Training Catalogue

GIVING YOU THE
QUALITY EDGE

 **GREEN**
Energy and Environmental Services
Co. W.L.L



TABLE OF CONTENTS

ELECTRICAL ENGINEERING TRAINING PROGRAMS	2
ELECTRICAL MAINTENANCE TRAINING PROGRAMS	5
MECHANICAL, PROCESS, & INSTRUMENTATION ENGINEERING TRAINING PROGRAMS	6
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMS	11
PETROLEUM TRAINING PROGRAMS	13
SOFT SKILL TRAINING PROGRAMS	14



ELECTRICAL ENGINEERING TRAINING PROGRAMS

ELECTRICAL ENGINEERING TRAINING PROGRAMS

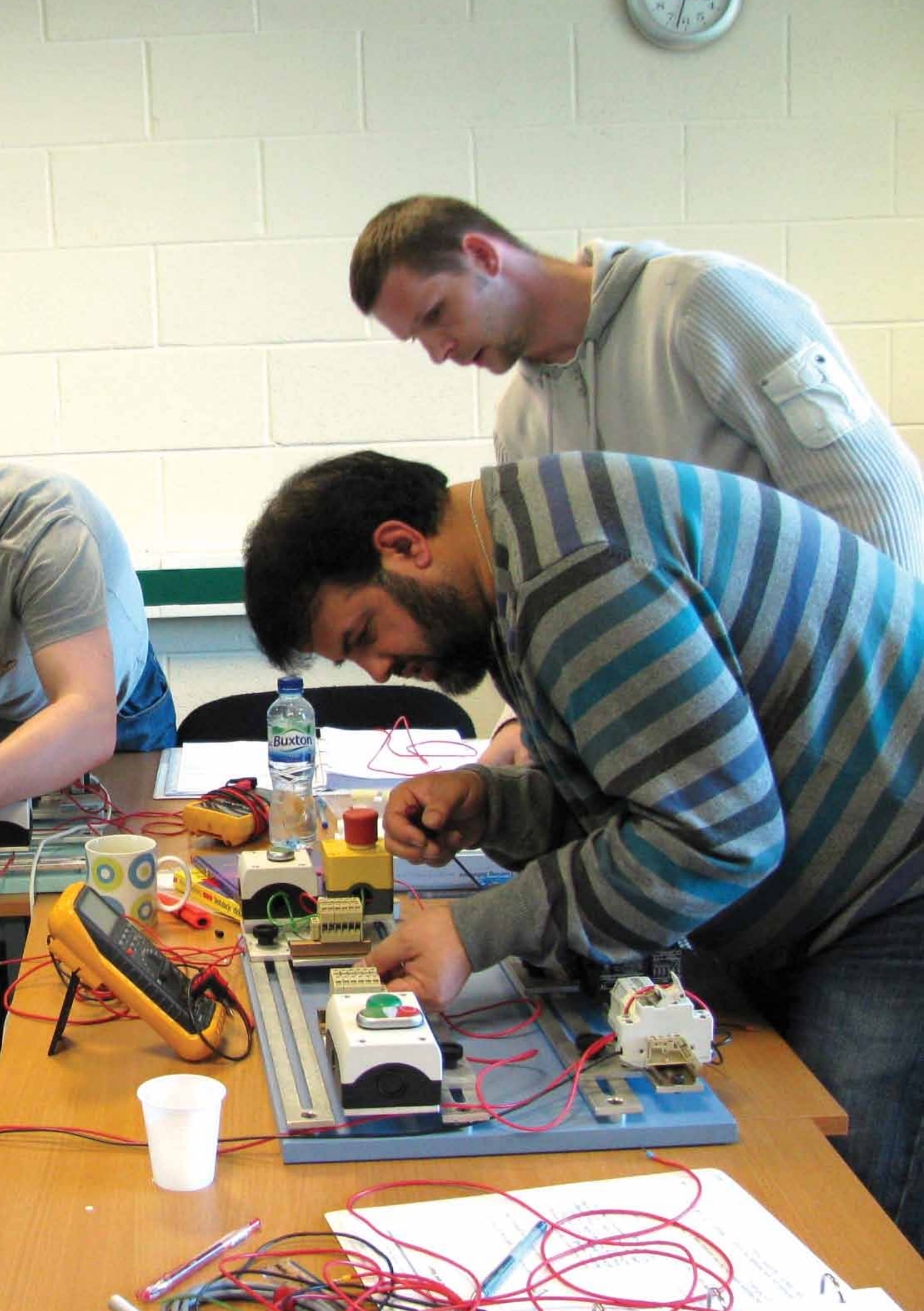
Course Title	Duration	Who Should Attend?
Electrical Equipment, Troubleshooting And Maintenance	5 Days	Maintenance mechanics , plant electricians responsible for performing day-to-day servicing and repairing of a company's electrical equipment. Plant and maintenance engineers, process engineers. Personnel involved in plant operation and design, engineering contractor equipment specialists.
UPS System And Power Conditioners	5 Days	Skilled technicians, engineers and supervisors who require a working knowledge or have a direct responsibility for the operation, maintenance and trouble-shooting of UPS systems, inverters, and power conditioners.
Gas Turbine Operations (Mark 5 Controls)	5 Days	Managers, engineers and technicians responsible for the installation, commissioning, operation, inspection, maintenance and repair of heavy duty industrial gas turbines in the power production sector and oil and gas production who require to update or refresh their knowledge and skills.
Advanced Electrical Power System Technology	10 Days	Designers and power systems engineers from Distribution Companies and Power Utilities, Engineering Professionals in the Electricity Supply Industry and Electrical Power Engineering staff from the Petrochemical Industry. Participants need a good understanding of the electrical power industry and relevant experience.
Operation Of LV And HV Switchgear	5 Days	Electrical Engineers, Electrical Supervisors. Senior Electrical Technicians engaged in the selection, operation and maintenance of circuit breakers and associated equipment. The systems to be discussed will mainly fall within the voltage range 0.4 - 132kV.

Course Title	Duration	Who Should Attend?
Power Generation Operation, Protection And Excitation Control	5 Days	The course is aimed at Managers, Engineers, and Senior Technicians responsible for the operation and maintenance of power generation equipment that will benefit from sharing experiences in the planning, organization, and implementation of operation, commissioning, and maintenance activities.
Modern Electrical Power Systems	5 Days	This course is designed for those involved with the planning, operation and maintenance of small to large scale power networks, from around 11kV, upwards. Designers, Engineers and Technicians from Distribution Companies, Power Utilities, Engineering Professionals in the Electricity Supply Industry and Petrochemical Companies who have to deal with aspects of generation, transmission and distribution will learn how to handle increased demand and how to drive the system harder, but safely, and with increased reliability, security and monitoring. Participants need no specific requirements, other than a good understanding of electricity and some relevant experience in power engineering.
System Earthing & Protective Earthing In Utilities & Industrial Electrical Networks	5 Days	Designers, Engineers and Technicians from Distribution Companies and Power Utilities, Engineering Professionals in Electricity Supply Industry, Petrochemical Companies, Buildings and Service Professionals who have to deal with the aspect of electrical and industrial power system protection, control and operation. Participants need no specific requirements other than good understanding of electricity and magnetism and some relevant experience.
Power System Generation And Distribution	5 Days	The course is aimed at Managers, Engineers, and Technicians responsible for the operation and maintenance of power generation equipment who will benefit from sharing experiences in the planning, organization, and implementation of operation, commissioning, and maintenance activities.

ELECTRICAL ENGINEERING TRAINING PROGRAMS

Course Title	Duration	Who Should Attend?
Safe Operations & Maintenance Of Circuit Breakers And Switchgear For Utilities	4 Days	Safe Operation & Maintenance of Circuit Breakers and Switchgear is intended for Electrical Engineers, Electrical Supervisors, Senior Electrical Technicians engaged in the operation, maintenance and troubleshooting, of circuit breakers, interruptive devices and sub-stations. The systems to be discussed will mainly fall within the voltage range 11-132kV. System calculations will be undertaken for typical utility type installations.
Electrical Installations & Maintenance	5 Days	This course is directed at Electrical Technicians, Maintenance Managers and Electrical Engineers who would like to expand their knowledge of the safety and functional characteristics that result in the reliability of an electrical installation.
LV/MV/HV Circuit Breakers (Switchgear): Inspection, Maintenance, Design, Repair & Troubleshooting	5 Days	The is for those comprehensive review of industrial switchgear maintenance and troubleshooting, which includes melded case, air circuit breaker maintenance and testing, and secondary unit substation maintenance and testing.
Maintenance And Troubleshooting Of Ups And Battery Systems	5 Days	The course is intended for skilled Technicians, Engineers and Supervisors who require a working knowledge or have a direct responsibility for the operation, maintenance and trouble-shooting of UPS systems, inverters, and power conditioners.
Power Generation Operation, Protection And Excitation Control	5 days	The course is aimed at Managers, Engineers, and Senior Technicians responsible for the operation and maintenance of power generation equipment who will benefit from sharing experiences in the planning, organisation, and implementation of operation, commissioning, and maintenance activities.
Fiber Optic Slicing	5 Days	Is a perfect compliment for experienced installers and technicians.

ELECTRICAL MAINTENANCE TRAINING PROGRAMS



ELECTRICAL MAINTENANCE TRAINING PROGRAMS

Course Title	Duration	Who Should Attend?
Electrical Safety	5 Days	Electrical Maintenance Crafts.
Electrical Grounding	5 Days	Electrical Maintenance Crafts.
Electrical Measuring Instruments	2 Weeks	Electrical Maintenance Crafts.
Batteries & Charger	5 Days	Electrical Maintenance Crafts.
Electrical Motor Maintenance	5 Days	Electrical Maintenance Crafts.
Transformer Maintenance & Protection	5 Days	Senior Electrical Maintenance Crafts.
Basics Of Protective Relays & Control Circuits	5 Days	Electrical Maintenance Crafts.
Motor Control Circuits & Protection	2 Weeks	Electrical & Assistant Electrical Maintenance Crafts.
Motor Rewinding	2 Weeks	Electrical Maintenance Crafts.
Power Electronics For Electricians	5 Days	Electrical Maintenance Crafts.
Circuit Breaker Schematic Diagrams	5 Days	Senior Electrical & Electrical Maintenance Crafts.



**MECHANICAL, PROCESS, &
INSTRUMENTATION ENGINEERING
TRAINING PROGRAMS**

MECHANICAL, PROCESS, & INSTRUMENTATION ENGINEERING TRAINING PROGRAMS

Course Title	Duration	Who Should Attend?
Process Compressors	4 Days	Anyone who deals with design, operation and maintenance of compressors in the course of their work, including: Mechanical Engineers/Technicians, Maintenance Engineers/Technicians, Reliability Engineers, Electrical Engineers, Professional Engineers, Maintenance Managers, Project Managers, Contract Managers, Technical Managers.
Process Control, Plc, DCS And SCADA Systems	5 Days	Electrical Engineers ,Maintenance Engineers , Energy Management Consultants , Automation Engineers, Design Engineers, Project Managers, Instrument Fitters Electricians, Instrumentation Engineers, Consulting Engineers, Production Managers, Process Engineers, Chemical Engineers, Mechanical Engineers, Instrument and Process Control Technicians.
Process Plant Start-Up, Troubleshooting & Commissioning Course	5 Days	This course is designed for mid-level technical people and senior staff involved in project execution and preparation for plant start-up in any process industry. Suitable for Plant Technicians and Engineers, Plant Managers, Start-up Manager, Commissioning Manager, Process Engineers, Equipment Specialists, Construction Managers and Supervisors, Contractors, Plant Supervisors, Maintenance Manager.
Production Operations Facilities	4 Days	Production personnel, Operations and maintenance supervisors, Technicians and support engineers. Benefit to safety and other support staff who have an interest in increasing their understanding of hydrocarbon production operations.

Course Title	Duration	Who Should Attend?
Rotating Machinery Inspection And Precision Maintenance	5Days	Plant Operations and Maintenance Personnel, Consulting Engineers, Design Engineers, Process Technicians, Plant Engineer-Managers and Supervisors, Process Control Engineers and Supervisors, Mechanical Engineers, Pump Sales Engineers, Pump Service Contractors, Pump Operators.
Surface Production And Injection Facilities Course	5 Days	Process/Facilities Engineers, Senior Operating Personnel, Production Chemists, and Technical Supervisors/Managers.
Centrifugal And Reciprocating Compressors	10 Days	This course is designed for Plant & Maintenance Engineers, Maintenance Managers & Supervisors & Compressor Specialists, Senior Maintenance Mechanics and those who are involved with compressors, their operation and their maintenance.
Compressors Operation, Maintenance And Troubleshooting Course	2 weeks	This seminar is designed for Plant & Maintenance Engineers, Maintenance Managers and Supervisors and Compressor Specialists, Senior Maintenance Mechanics and those who are involved with compressors, their operation, and their maintenance.
Advanced Course In Corrosion And Corrosion Control In Oil And Gas Fields	5 Days	Corrosion Engineers, Chemists and Production Engineers assumed to have had the introductory course in Corrosion and Corrosion Control.
Industrial Instrumentation Control (Plc)	5 Days	Intended for Analyzers, Control Engineers and Technicians and those who have direct responsibility for or require a working knowledge of PLCs.

Course Title	Duration	Who Should Attend?
Instruments Control & Calibration	5 Days	Provides background information for process instrumentation & Control Engineers and Technicians with some experience in industry who are involved in design, maintenance or development, and who possibly need to specify or commission instruments for measurement and control of processes in refineries, petrochemicals, power plants and other industries. Beneficial also to all plant operating personal.
Pumps And Valves Overhaul	5 Days	Supervisors, Team Leaders and Professionals in Maintenance, Engineering and Production. Will also benefit anyone who wishes to update themselves on pump and valve technology, judge the suitability of different types of pumps valves for their needs, and learn how to operate and maintain them for the benefit of their organisations. Maintenance, Operation, and People in the R & D department are recommended to attend this course.
Bearing: Selection Maintenance And Failure Analysis	5 Days	For Engineers and Technicians who are or will be responsible for the component mentioned above.
Lathe Operation	4 Weeks	Trainee Machine tool Craftsmen.
Cutting Screw Threads	2 Weeks	Machine tool Craftsmen.
Milling Machine Operation	4 Weeks	Machine tool Craftsmen.
Dividing Head Skills	2 Weeks	Milling Machinist.
Marking Out, Drilling & Abrasive Wheels	3 Weeks	Mechanical Craftsmen.
Precision Mechanical Measurement	2 Weeks	Mechanical Craftsmen.
Symbols For Welding	5 Days	Welding Technician.

Course Title	Duration	Who Should Attend?
Bearings & Lubrication	3 Weeks	Maintenance Craftsmen & Technicians.
Boiler Technology	2 Weeks	Boiler Maintenance Craftsmen.
Valve Maintenance	2 Weeks	Mechanical Craftsmen.
Vibration Analysis - Balancing	2 Weeks	Mechanical, Electrical & Instrument Crafts.
Electronic Control For Pressure, Flow, Level & Temperature	4 Weeks	Instrument Maintenance Crafts.
Control Valves & Other Final Control Elements	2 Weeks	Instrument Maintenance Crafts.
Soldering Techniques For Instrument & Electronic Crafts	5 Days	Instrument Maintenance Crafts.
Analog & Digital Electronics	5 Days	Instrument Maintenance Crafts.
Pneumatic Controllers	5 Days	Senior Technicians & Foremen.
Electronic Controllers	5 Days	Senior Instrument Technicians & Foremen.
Calibration & Tuning Of Instrumentation	5 Days	Instrument Maintenance Crafts.
Air Conditioning & Refrigeration	6 Weeks	Electrical or Mechanical Maintenance Craftsmen.
Oxyacetylene Welding, Cutting & Brazing	6 Weeks	New Welding Trainees.

Course Title	Duration	Who Should Attend?
Shielded Metal Arc Welding (Basic)	2 Weeks	Assistant Welding Technician.
Shielded Metal Arc Welding (Further Skills)	2 Weeks	Welding Technicians.
Gas Tungsten Arc Welding Mild Steel, Stainless Steel & Aluminum	2 Weeks	Welding Technicians.
Shielded Metal Arc Welding Pipe Uphill	2 Weeks	Welding Technicians.
Weld Quality Assurance & Quality Control	2 Weeks	Mechanical Maintenance or Mechanical Workshop Engineers.
Welding Inspection	2 Weeks	Mechanical Maintenance or Mechanical Workshop Engineers.

HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMS



HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMS

Course Title	Duration	Who Should Attend?
Health, Safety & Environment (HSE) Policy	5 Days	Safety and health professionals.
CDM Regulations and Control of Contractors	5 Days	Planning Supervisors, Managing Directors of smaller establishments, Property Managers, Facilities Managers, Maintenance Managers, Administration Managers or anyone who employs contractors.
Risk Management Course	5 Days	Non specialists who have responsibility for the insurance and risk management activity within their company. It will also benefit Executives and Managers who require an insight into risk management.
Manual Handling Course	2 Days	Those who are responsible for ensuring staff have an adequate knowledge of manual handling procedures and those who have to assess manual handling tasks. Suitable for Health & Safety Officers, Personnel Managers, Works Engineers, company safety advisers and anyone responsible for employees' health and safety.
Health and Safety Management	5 Days	Anyone responsible for writing and developing health and safety policies and implementing them.
Workplace Safety Course	3 Days	Managers, Supervisors, Technicians and Operators in addition to those who are responsible for any type of Management or Supervision in all industrial disciplines.
Basic First Aid	3 Days	Anyone concerned with safety and health.
Health, Safety & Environment (HSE) Policy	5 Days	Safety and health professionals.
Advanced H2s And Breathing Apparatus	5 Days	Any personnel working in, or around an H2S environment.
Applied Safety	5 Days	Managers, Supervisors, Senior Technicians, Operators and those who are responsible for any type of team management or supervision in all industrial disciplines.



PETROLEUM TRAINING PROGRAMS

Petroleum Training Programs

Course Title	Duration	Who Should Attend?
Fuel Governors	5 Days	Those involved in working with this type of equipment.
IWCF Drilling Well Control	5 Days	Drillers, Assistant Drillers, Derrick men, OIMs, Mud Engineers and Mud Loggers.
Fuel Governors	5 Days	Those involved in working with this type of equipment.
Carbonate Reservoirs	5 Days	Exploration and Development Geologists, Exploration and Development Managers and Geophysicists. Engineers with some geologic background.
Development Geology - DG Mapping Subsurface Structures	5 Days	Reservoir, development and exploration Geologists, Geophysicists, Petrophysicists, Log Analysts, Petroleum Engineers, and Experienced Technicians.
Managing Efficient Shutdown And Turnaround	5 Days	Development Geologists and those exploring mature areas, early-career Geologists and Technologists who make structure maps, those who need to judge the validity of maps and cross sections.
Master class	5 Days	Turnaround Managers, Plant Managers, Maintenance Engineers, Operation Engineers, Inspection Engineer, Maintenance Planners, Plant Supervisors and technical staffs involved in plant shutdown and turnaround activities.
Introduction to Oil And Gas	5 Days	Senior and Middle Managers across all functions and those that represent the company in Marketing and Public Relations. New entrants to the industry who need to understand the environment, structure, practices and terms used in the industry. Those whose role requires an understanding of the National and Regional and interrelationships of the company's business including those who have only worked in specialised fields. Government, industry, commerce and public institutions who need an insight into the oil industry's functioning and economics.





**SOFT SKILL
TRAINING PROGRAMS**

SOFT SKILL TRAINING PROGRAMS

Course Title	Duration	Who Should Attend?
Contract Management - Reading & Writing	5 Days	Contracts Managers, Contracts Administrators and all those involved in Contract Administration.
Materials Management	3 days	Professional and Management Personnel who have responsibility for materials, spare parts and supplies needed to support any refinery, gas plant, onshore/offshore production or other industry operations. Buyers, Procurement Specialists, Stock Analysts, and Logistics, Warehouse, Distribution or Operations, Supervisors will benefit from this course by learning the techniques and principles for providing better service to their operations, reducing stock outs and surplus materials and maximizing the return on investment for inventory.
Procurement & Contract Management	4 days	Anyone involved in the process of procurement through contract management: Managers, Team Leaders and Supervisors, Sales and Account Managers, Project/ Contract and Change Managers.
Warehouse Operations Management	5 Days	Those who need to attend should be those new to managing warehouse stores and stock, warehouse and distribution professionals.
Accident Investigations & Root Cause Failure Analysis	5 Days	Supervisors, Engineers and Technical Supervisors and those who are involved in Failure investigation and analysis or concerned with implementation of policies, control and monitoring analysis within their organisation.
Competency Assessment	5 Days	Those involved in work placed assessment and on the job training.
Effective Technical Report Writing	5 Days	Trainers, Training Managers and Supervisors, Training Coordinators, all personnel involved in the training function.

Course Title	Duration	Who Should Attend?
Effective Presentation Skills	5 Days	Those with some experience of making any type of presentation, but who now wish to take their skills to the next level. This course is especially popular with Senior Managers, whatever your background or role.
Apply Lateral Thinking	5 Days	Middle and Senior Managers and persons involved in the process of generating ideas and alternatives to effect improvement and solution finding in organizations and one's daily personal life.
Effective Operational Budgeting And Cost Control	5 Days	Those responsible for the budget system and those who want to gain control of the firm's financial standing and obtain a firm grasp on the numbers side of their job. Anyone who wants to understand the basics of budgeting
Project Management	5 Days	Newly appointed Project Professionals who want to have a better understanding of what it takes to be a 'Master' Project Professional early on in their career; and Experienced Project Professionals who understand that we never stop learning.
Planning & Prioritize	3 Days	Supervisors, Team Leaders, Shift Leaders and Support Staff.
First Line Management	5 Days	Individuals who require an enhanced understanding regarding the role of the first line manager and the difficult transition from team player to team leader:-Established Team Leaders and Section Supervisors who wish to consolidate and further develop their knowledge and understanding, recently promoted Team Leaders and Section Supervisors who require the enhanced knowledge and understanding of their new role, potential Team Leaders and Section Supervisors who need to be geared up, with the correct tools, enabling them to face the coming challenges.

Course Title	Duration	Who Should Attend?
Negotiation Skills And Tactics	5 Days	Anyone responsible for negotiating the best possible terms of an agreement for their organisation or those who desire to sharpen their negotiating skills.
Advanced Budgeting And Cost Control	5 Days	Financial Planning and Control Staff involved in the performance of a business unit, division or an organization as a whole, professionals with direct or indirect financial responsibilities, personnel who manage departments with budgetary plans, and who are responsible for cost and strategic analysis, professionals from all sectors of industry, but particularly those involved in manufacturing, production, engineering or sales, professionals who would benefit from having an opportunity to consider new ideas and methods in budgeting.
Business Performance Analysis & Benchmarking	5 Days	This course is intended for people who want to put the ideas and concepts of benchmarking into effective use in their enterprise. The focus is on the understanding, organization and focus of the benchmarking effort. A key feature of this course is the differentiation between the various points of focus of benchmarking, including strategic, operational and financial themes. The seminar also explores IT, cross industry and competitive benchmarking. Methods, motives and techniques for different types of benchmarking along with their core, shared components are covered.
Strategy Planning And Goal Setting	5 Days	This course is designed for professionals from any industry who may find it hard to take a 'bigger picture' view of business issues - both within and outside of the strategic planning process. Typically you will have some experience of planning but present and future job challenges imply that you need to step up to a new level of competence in this area, or simply in strategic thinking generally.
Communication And Interpersonal Skills	5 Days	Staff in positions needing to improve their communication skills, will find the training program most beneficial.

Course Title	Duration	Who Should Attend?
Planning And Implementing	5 Days	Middle, Senior and General Managers who are responsible for change management and the implementation of strategic policy. Both at a team and organisational level. Essential for Managers who develop strategic plans and then oversee their execution.
Emotional Intelligence	2 Days	To provide teams with a blueprint of emotionally intelligent teamworking skills and accelerate the achievement of teamwork and business results.
Coaching Skills	3 Days	Middle, Senior and General Managers will leave this programme equipped with the competencies, skills and tools required to take their team from good to great.
Crisis Management	5 Days	This programme is most suitable for Managers who wish to have an insight into crisis management and disaster response. It will demonstrate how effective planning can help to offset the effects and long term consequences of a crisis or disaster within the organization.
Team Building	3 Days	New and experienced Managers at all levels who want to learn the techniques of how to effectively lead a successful team.
High Impact Presentation	5 Days	Individuals who are experienced in delivering presentations. This course is a practically based workshop designed to teach delegates how to project a more professional image by adding polish, interest and panache to their presentation, with the intention of inspiring and creating positive image.
Stress Management	3 days	Staff in positions needing to improve their Stress Management Skills.

Course Title	Duration	Who Should Attend?
Corruption Management	5 Days	Senior Managers from the public sector as well as from NGOs and civil society organisations involved in and/or monitoring procurement and budget processes.
KPI Setting & Cascading	4 Days	Managers, Executives, Officers, Engineers, Project Team Leaders and Supervisors who need to set goals for their team, themselves as well as guide their subordinates to set relevant goals.
Excellence Principles	3 Days	This course is for people with ownership or direct responsibility for the marketing of services, especially those directly impacting on the customer service experience. It will also help people within other functions to understand their relationship with the marketing department, helping them to contribute to the management of service.
Advance Administration Skills	5 Days	Administrative professionals who want to develop and enhance their role within the organization.
Contract Administration	5 Days	Anyone working in contracts departments, professionals working in projects; engineering projects; construction projects; tenders and Purchasing Departments, professionals involved in contract administration activities across the organisation. The programme is a great way to develop those new to the function, prepare for a major project, or useful as a refresher for veterans.
Supply Chain Management	5 Days	People from all functions involved in the supply chain, including Purchasing and Procurement, Logistics, Distribution, Production, Engineering, Sales and Marketing, who are responsible and accountable for the effective management of an integrated supply chain and require to improve their knowledge, skills and performance.

Course Title	Duration	Who Should Attend?
Managing Logistics	5 Days	This course provides experienced senior logistics management staff with the underpinning knowledge that equips them to make informed decisions about the size, structure and acquisition alternatives in the provision of logistics resources in support of the business. The course is also important for staff moving into the management of logistics from other parts of the business.
Principles of Material Management	5 Days	Professional and Management personnel who have responsibility for materials, spare parts and supplies needed to support any refinery, gas plant, onshore/offshore production or other industry operations. Buyers, Procurement Specialists, Stock Analysts, and Logistics, Warehouse, Distribution or Operations Supervisors will benefit from this course by learning the techniques and principles for providing better service to their operations, reducing stock outs and surplus materials and maximizing the return on investment for inventory.
Risk Management	5 Days	All personnel involved in incident/accident investigations, the preparation and implementation of actions within ADMA-OPCO's HSE Management System.
Planning & Operational Budgeting	5 Days	Anyone with significant responsibilities for planning, forecasting or budgeting particularly: Managing Directors, Finance Directors, Strategic Business Unit Managers, other Directors and Senior Managers, Management Accountants.

