

Management Trainee Training and Development Programme

Where is your future Management Personnel coming from?
How are they being developed? Who are they learning from?



It is not good to have zeal without knowledge;
nor to be hasty and miss the way. (Proverbs 19:2)



Management Trainee Training and Development Programme

Example:

Engineer Trainee Development Programme 1st Year

A detailed first year training and development programme for the Engineer Trainee will be designed by SSL and the company.

This will be directed toward rig site work.

A Drilling Rig typical example follows.



Management Trainee Training and Development Programme

Engineer Trainee Development Programme 1st Year Prior to First Rig Visit

Trainee gets set up with Rig Manager,
Company Mentor/Company Coach
and SSL Coach

Training and Company Requirements:

- Safety, Survival and Fire Fighting for offshore work
- Offshore Medical Certificate
- Basic rig (work) site indoctrination Course
- MIST



Management Trainee Training and Development Programme

**24 x 14 days work shifts at the rig site
will be performed with 1 x 28 vacation period**

Typical break down of Trainee's 2 x 14 day period:

- **Period → Month**
 - **Off Rig Training and Meetings → Set by Coaches**
 - **On Rig Trainee's Objectives → Set by Coaches**
 - **Training Venue → Set by Coaches**
 - **Instructor(s) → Set by Coaches**



Management Trainee Training and Development Programme

Typical 28 day cycle programme for Trainee

Period	Off Rig Training and Meetings	On Rig Trainee's Objectives	Training Venue	Instructor(s)
1st Month	5 Days Rig Orientation Engineer Training Programme Purpose Crew Change, Boarding & Initial Introductions Typical Day & Activities Personnel Structure Safety Programmes & Initiatives Drilling Equipment	Trace and draw drilling systems; HP & LP Trace and draw diverter system Trace and draw HP BOP and Choke & Kill Manifold system Trace and draw HP Cementing system Outline Safety Programme and Safety Initiatives used on Rig Outline Typical Daily & Weekly Meeting	Local Venue	SSL Coach



Management Trainee Training and Development Programme

**At the end of each 2 x 14 day period
the Trainee will submit a trip report to the Company
Coach/Mentor and Copy to the SSL Coach.**

**Included in this report will be recommendations
for improvements in systems, equipment, procedures,
practices that have been reviewed.**

**Drawings of Trainees can be sent to the Engineering Department
to ensure latest 'As Built' drawings are updated**



Management Trainee Training and Development Programme

Typical 1st year shore-based training programme would include topics such as:

- **5 Days Casing and Cementing Equipment**
- **5 Days Fundamental Well Control Driller Level with IWCF/ WellCap Testing**
- **5 Days Drilling Technology Drilling Muds (WBM, OBM and SOBM)**
- **5 Days Completions and Well Testing**
- **5 Days Drilling Technology Drilling Programme, Critical Path, Documentation for Deviation from Drilling Programme, End of Well Report, Non Productive Time (NPT) and Reporting, Bench Marking and Continuous Improvement**
- **5 Days Split Class Simulator or Case History Review Training**
- **5 Days Stuck Pipe Prevention and Drill String Failure Prevention and Fishing**
- **5 Days Drilling Technology HPHT, Deepwater and Extended Reach**
- **5 Days Drilling Technology E-line Logging**
- **5 Days Supervisor Well Control Supv Level IWCF/ WellCap Testing**
- **5 Days Drilling Technology and Second Year look ahead**



Management Trainee Training and Development Programme

**Typical 1st year rig (work) site training programme would include
Trainee in becoming familiar with the total rig (work) site systems**

Involving:

Operator

Rig Owner

Third Party Services

Area Governing Body



Management Trainee Training and Development Programme

**Other 1st year Programmes Oil and Gas Company
Engineer Trainees could follow or combine with Drilling
Production Platform
Completion and Work Over
Refinery
Petroleum Transport and Storage (Tankers, FPSO etc)**

**Other 1st year Programmes Drilling Contractor Company
Engineer Trainees could follow or combine
Production Platforms
Completion and Work Over
Shipyard Programmes (New build, upgrades, repair etc)**

Would encourage some short term secondment programmes for trainees



Management Trainee Training and Development Programme

Typical recording form of Engineer Trainee when having conversations.
Important to see what the Trainee takes away from these conversations.

Name: _____

Date: _____

Individuals present (indicate name and job title):

Topics discussed:

Knowledge Gained:



Management Trainee Training and Development Programme

Coach/Mentor follow up recording form To be use to interview people working with Trainee

Name: _____

Date: _____

Individuals present (indicate name and job title):

Topics discussed:

Coach/Mentor Assessment of Trainee Development:



Management Trainee Training and Development Programme

Year 2 Engineer Trainee Programme

At the start of the second year of the Trainee a continued training and development programme will be decided at a meeting held between the Trainee, company mentor, company personnel manager and the SSL coach. This meeting will propose an intended path for the Trainee in achieving his/her personal goals along with meeting the company's development plan for the individual. The second year will be directed toward the Trainee's office professional development.

This will include courses such as:

Presentation skills	Negotiations
Introduction to leadership	Time management
Safety management	Accident investigation
Introduction to risk management	Finance for non-financial management
Managing stress at work	Teams and team chemistry



Management Trainee Training and Development Programme

Year 2 Engineer Trainee Programme

**During the second year the new hire will
take on some line responsibilities**

Throughout the entire programme the Trainee will be responsible to submit a monthly report to his Company Mentor and SSL Coach and have recorded monthly conversations (meetings or telephone calls) as outlined in the Trainees development programme. The Trainee will be responsible for the minutes of these conversations and having them signed off by both parties while ensuring the document is sent to the SSL Coach for filing.

