



Oil & Gas Development Company Limited

TRAINING AND DEVELOPMENT SECTION

Listed below are some of the suggested Training and Development programs which can be availed as part of the professional development.

A: PERSONAL DEVELOPMENT

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| i. Design Thinking | ii. Strategic Decision Makings |
| iii. Strategic Leadership | iv. Art of formal presentation |
| v. Art of Crucial Conversations | vi. Team Capacity Building Skills |
| vii. Emotional Intelligence | viii. Negotiation skills |
| ix. Planning and organizing own work | x. Time & Stress management |

B. MANAGERIAL/SUPERVISORY SKILLS

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| i. Planning & organizing departments | ii. Delivering of training programmes |
| iii. Authentic Leadership | iv. Setting KPIs for team |
| v. Counseling skills | vi. Directing the work of employee |
| vii. Effective Conflict resolution | viii. Coaching & Mentoring |
| ix. Building a High Performance Team | x. Appraising performance of employees |
| xi. Managers being Leaders | xii. Management development program |

C. FUNCTIONAL SKILLS

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| i. Selling skills | ii. Developing key result areas. |
| iii. Customer relations | iv. Basic concepts in HR management |
| v. Forecasting skills | vi. Understanding marketing concepts |
| vii. Imports procedures | viii. Capital expense and budget planning |
| ix. Interviewing skills | x. Advance level financial management |
| xi. Strategic human resource managemen | xii. Developing marketing / business plan |
| xiii. Understanding basis finance/accounting skills (for non-finance executives). | |