

The Aspects for Training

Process Engineers

- Process Fundamentals.
- Process Control (Basic and advance).
- Optimize Process Units Operation.
- Maintain Process Units Operations.
- Manage Refinery Process Unit Performance.
- Manage Project Activities.
- Evaluate Process Equipment Performance.
- Manage Refinery Losses/Energy Conservation.
- Maintain Environmental Control.
- Manage Process Catalysts/Chemicals Related Activities.

Mechanical Engineers

- Manage Equipment Maintenance and Unit Turnaround.
- Manage Mechanical Equipment Projects.
- Manage Emergency Activities.
- Manage Maintenance of Heat Exchanger.
- Manage Maintenance of Boilers.
- Manage Maintenance of Heaters.
- Manage Maintenance for Vessels/Towers/Reactors.
- Manage Maintenance of Tanks.
- Manage Maintenance of Piping and Valves.

Scope of Work

Program Talent Management

Current scope:

The current Talent Management process aims at nurturing the future talented stars of KNPC through focusing on the following aspects, the estimated total is approximately 70 participants, however the accurate number will be provided soon after we conclude the screening Process:

- Filtering process: a process through which stars will be identified accurately.
- Assessment of Candidates: the assessment includes both behavioral & technical competencies
- Development Plan: different development interventions are suggested to further prepare the candidates to deliver the needed goal.
- Goal Setting: big goals are given to candidates to further enhance their skills

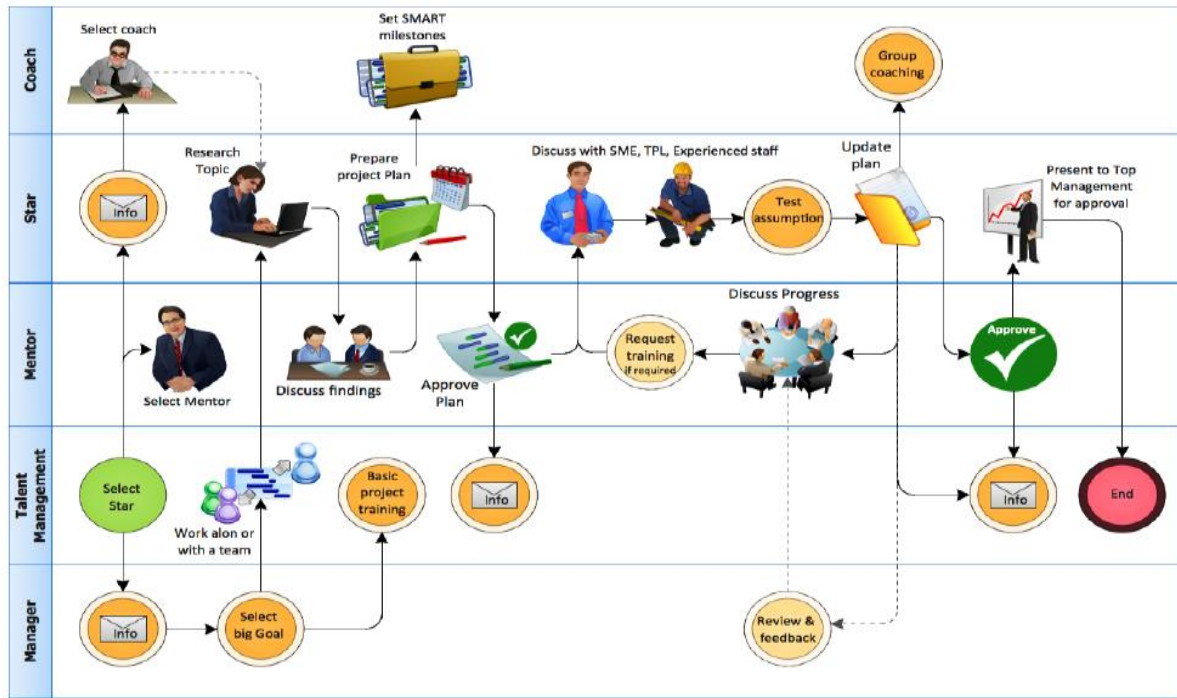
Objective of the Talent Management Program:

- Identify and lead succession-planning within KNPC.
- Proactively manage talent supply and demand.
- Have the right people in the right roles at the right time.
- Achieve organizational excellence.
- Identifying and cultivating talent.

The journey started by a filtering process that aims at identifying the real talents within KNPC through a structured process:

- Penalties Filter: employees with valid disciplinary action within the last year were excluded from the
- Performance Filter: only employees with an “A” average Performance results for the last 3 years were included.
- English Test Filter: employees with intermediate level of English and above were included.
- Potential Assessment Filter: this assessment covered behavioral and technical competencies of the employees.
- Interview Filter: employees will be interviewed as a final step of the TM filtering process.

Once the Talented stars are identified, the following process will take place:



The above chart explains the steps after announcing the selected talent candidates; the process starts with the managers giving or suggesting big goals to the candidates to work on as a team or individually. Candidates then would do the needed research on the goal and a coach will assist in the goal setting. Mentors will support candidates in fine-tuning the plan once the goals are chosen; and will ensure that the goals are covering all the needed implementation details before granting the final approval. The final phase would be presenting the goal to the management and gaining the needed approvals to either move forward or propose another goal.

Detailed Scope of work:

- The bidder shall deliver a tailor made training in the form of a generic training as follows, the training should be delivered at an advance level and not basic:
 - **Goal Setting and Achieving targets**
 - **Presentation skills to set a plan or a project for top Management**
 - **Case study or business plan preparation and writing**
 - **Meeting deadlines (Time and stress management)**
 - **Project delivery tools and the needed Leadership skills**

- The training should support the Talent management above explained process and should strengthen the needed skills for all the selected stars in terms of goal setting, achieving targets and presenting the goals to management.
- Implement the Return on Investment (ROI) level three for the training.
- The training should be innovative in a way to serve the talent management program.
- The bidder is to ensure that the training is beneficial and serving the scope of talent management.
- The bidder shall generate Regular reports on the progress of candidates and share the challenges and difficulties.
- Bidder is responsible for the training venue.
- Provide final project report in both soft and hard copy; detailing how KNPC candidates have performed and their readiness to start the talent journey.

Resources:

- The bidder is responsible to allocate a world-class professional instructors to deliver the needed training.
- The bidder shall ensure the availability of an adequate number of professionals for all the events.