

**SCHOOL OF PETROLEUM STUDIES
TRAINING CALENDAR FOR YEAR 2024 (PHYSICAL TRAINING SESSIONS)**

CODE	COURSE TITLE	DURATION	DATE	LOCATION
(A) LEGAL & REGULATORY COURSES				
SPS 001A	Petroleum sector legal and regulatory framework	1 day	7/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 002A	Managing Construction Occupational Health and Safety (OHS)	1 day	11/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 003 A	Petroleum sector regulatory training on LPG Bulk storage facilities	1 day	14/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 004A	Petroleum sector HSSE regulatory training requirements	1 day	8/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 005A	Legal and Regulatory Framework: Highlights of the impact of the 13 new petroleum regulations	Half day	7/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa
(B) OIL AND GAS RETAIL AND MARKETING COURSES				
SPS 001B	Petroleum product storage and retail facilities maintenance and management for technicians	5 days	22-26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 002B	Service Station Accounting Course for Dealers	5 days	6-10/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 003B	Service station management course	5 days	22-26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS007B	Strategic customer service course	5 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 008B	Stocks management Level 1	5 days	23-24/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 009B	Stocks management Level 2	5 days	6-10/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba

(C) HEALTH SAFETY SECURITY AND ENVIRONMENT COURSES				
SPS001C	Petroleum sector occupational health, safety & security (HSSE) management course	5 days	3-7/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 002C	Petroleum sector Contractor & Service providers health, safety, security, and environment (HSSE) course	5 days	1-5/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 003C	Occupational health and risk assessment	2 days	20-24/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 004C	Emergency response plan (ERP)	2 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 005C	Contractor safety management course Level 1	5 days	22-26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 006 C	Contractor safety management course Level 2	4 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(D) AVIATION FUEL MANAGEMENT COURSE				
SPS003D	Aviation operations & management course	5 days	10-14/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(E) LPG OPERATIONS SALES & MARKETING COURSES				
SPS001E	LPG sales, operations and marketing management	5 days	27- 31/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 005E	Annual PIEA-WLPGA Virtual LPG Training Workshop	3 days	6-10/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 006 E	LPG Installers course	5 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 007 E	LPG HSSE Course (Practical course for LPG refilling and cylinder operations handling personnel)	3 days	20-24/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(F) RISK MANAGEMENT COURSES				
SPS 001F	Risk management in the oil and gas sector course	5 days	8-12/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS002F	High level insurance and risk management training for directors, chief executive officers, managing directors and heads of departments (HOD's)	1 day	18/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS003F	Emergency response planning and preparedness	5 days	24-28/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba

SPS 004F	Occupational Health and risk assessment	3 days	22-26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 005F	Joint Incident Command System training course Level 1	5 days	22 -26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 006F	Joint Incident Command System training course Level 2	5 days	17-21/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(G) PETROLEUM PRODUCTS LOGISTICS & HANDLING COURSES				
SPS003G	Petroleum depots operations & distribution management	5 days	10 -14/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS004G	Introduction to the Oil & Gas Sector	5 days	22-26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS003M	EA oil and gas transportation and management	4 days	10-14/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS002M	Petroleum Stocks management level 1	5 days	6-10/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 004M	Petroleum Stocks management level 2	5 days	22-26/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 005M	Petroleum road and transportation management	5 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 006M	Petroleum tanker driver certification	5 days	10-14/JUNE//2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 007M	Liquified Petroleum Gas (LPG) tanker driver certification	5 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 008M	First Aid competency and highway emergency response plan course (Drivers/Emergency responders)	3 days	25-28/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 009 M	Oil and Gas Fire Marshalls course	5 days	8-12/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(H) LUBRICANTS COURSES				
SPS001H	Lubricants Competency Course	5 days	10-14/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(J) EXECUTIVE MANAGERIAL COURSES				
SPS001J	Highlights of The Amendments to The Companies Act, 2015 by the statute Law (Miscellaneous Amendment Act 2019)	1 day	13/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba

SPS002J	Executive Introduction to the East Africa Oil and Gas sector (for Boards of Directors and Senior management)	1 day	23/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 003J	Corporate governance course for Boards and Management (Board of Directors and Senior Management)	1 day	24/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(K) HUMAN RESOURCE MANAGEMENT COURSES				
SPS 001K	Employee relationship management	2 days	15-19/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 002K	Supervision leadership and management	2 days	13-17/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(L) PERSONAL DEVELOPMENT COURSES				
SPS001L	Reinventing yourself at the workplace	1 day	26/JUNE/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS002L	Mental health Champions at the Work place	Half day	15/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 003L	Work life Balance In the context of Time management	1 day	9/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
SPS 004L	Work life Balance In the context of Technology devices usage		11/APRIL/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba
(M) FINANCING OIL AND GAS PROJECTS				
SPS001M	Financing Oil and Gas Projects	1 day	14/MAY/2024	Nairobi/Nakuru/Naivasha/Eldoret/Kisumu/Busia/Mombasa/Kampala/Dare-es- Salaam/Kigali/Juba

Additional information

Charges for physical training:

Open courses:

5-day course PIEA member Kshs. 49,000+VAT (USD \$ 563)

PIEA non-member Kshs. 62,500 +VAT (USD \$ 718)

3-day course PIEA member Kshs. 35,000 +VAT (USD \$ 402)

PIEA non-member Kshs. 40,000 +VAT (USD \$ 460)

1-2-day course PIEA member Kshs. 25,000 +VAT (USD \$ 287)

PIEA non-member Kshs. 30,000 +VAT (USD \$ 345)

Training charges indicated are per person basis.

Th dollar rate used is subject to change depending on current foreign exchange rate fluctuation

The minimum number required to form quorum for training is at least 10 individuals

We also have online courses available and are scheduled in a separate calendar

For enquiries kindly contact school@petroleum.co.ke or call +254722 221 120 / +254 020 224 9081

ONLINE TRAINING CALENDAR MODULAR SESSIONS

TRAINING CALENDAR FOR YEAR 2024 (ONLINE MODULAR SESSIONS)

CODE	COURSE TITLE	DURATION		DATE	LOCATION
(A) OIL & GAS LEGAL & REGULATORY FRAMEWORK COURSES					
SPS 001A	Petroleum sector legal and regulatory framework	2 hours	Module 1: Petroleum Act 2019: What you need to know	8-10/APRIL/2024 10.00 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Petroleum Act 2019: Unpacking the LPG Segment		
			Module 3: Petroleum Act 2019: Unpacking the Supply Chain		
(B) OIL AND GAS RETAIL AND MARKETING COURSES					
SPS 003B1	Service Station Management course (Part 1)	3 hours	Module 1: Product knowledge	13-17/MAY/2024 10.00 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Petroleum product supply chain		
			Module 3: Licensing and legal requirements		
			Module 4: Retail Service station layout and design		
			Module 5: Retail service station operations		
SPS 003B2	Service Station Management course (Part 2)	3 hours	Module 1: Staff management	24 -27/JUNE/2024 10.00 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Service station wet stock management and security		
			Module 3: Service station HSSE		
			Module 4: Service station merchandising, advertising and promotion		
			Module 5: Service station practical session		
SPS007B1	Strategic customer service course	3 hours	Module 1: Strategic customer service models	10-14/JUNE/2024 10.00 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Customer service vs Quality Customer Service		
			Module 3: Citizens Service Charter		
			Module 4: Customer service process		
			Module 5: Handling customer complaints		

SPS 008 B1	Stocks Management Level 1	3 hours	Module 1: Overview of the Oil & Gas sector	17-21/JUNE/2024 9 a.m. - 12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Refining operations		
			Module 3: Legal & regulatory framework		
			Module 4: Imports custody transfer		
			Module 5: Terminal designs & Importing Infrastructure		
			Module 6: Product measurement & measurement equipment		
SPS 009B2	Stocks Management Level 2		Module 1: Product receipts, costing and pricing	10-14/JUNE/2024 9.30 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Stocks audit controls and procedures		
			Module 3: Contracts & agreements		
			Module 4: Risk management		
			Module 5: Stocks accounting Systems		
			Module 6: Work control documentation and procedures		
			Module 7: Practical session (Depot/Service station visit)		
(C) HEALTH SAFETY SECURITY AND ENVIRONMENT COURSES					
SPS001C1	Occupational Health, Safety, Security, and Environment (HSSE) course (Part 1)	2 hours	Module 1: HSSE Legislation, Standards and regulatory framework	13-15/MAY/2024 9.15a.m-1.15 p.m.	Online via Microsoft teams/Google Meet
			Module 2: OSHA Principles Policies and Development for petroleum		
			Module 3: Risk assessment and management		
			Module 4: Incident investigation and reporting		
SPS001C2	Occupational Health, Safety, Security, and Environment (HSSE) course (Part 2)	2 hours	Module 1: Emergency response and planning	13-15/MAY/2024 9.15a.m-1.15 p.m.	Online via Microsoft teams/Google Meet
			Module 2: OSHA health, safety and general welfare provisions		
			Module 3: Compliance audit, offences and penalties		

Module 4: Fire protection and prevention

(D) AVIATION FUEL MANAGEMENT COURSE

SPS003D1	Introduction to Aviation operations & management course (Part 1)	2 hours	Module 1: Production knowledge	22-26/APRIL/2024 10.30 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Fundamentals of supply and demand		
			Module 3: Distribution and logistics		
			Module 4: Standards and quality control test measures for jet fuel		
			Module 5: Jet fueling equipment and Facilities		

SPS003D2	Aviation operations & management course (Part 2)	2 hours	Module 1: Aviation Jet fuel Safe Handling and Storage procedures	17-21/APRIL/2024 10.30 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Quality Control and Jet Fuel Re-Certification Procedures		
			Module 3: Price exposure and Risk management		
			Module 4: Emergency Response Preparedness		

(E) LPG OPERATIONS SALES & MARKETING COURSES

SPS003E1	LPG Sales, Operations and Marketing Management (Part 1)	2 hours	Module 1: LPG product knowledge	10-14/APRIL/2024 10.30 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: Bulk LPG import and transfers		
			Module 3: LPG bulk storage facilities		
			Module 4: LPG standards, legal and regulatory framework		
			Module 5: LPG cylinders manufacturing design and specification		

SPS003E2	LPG Sales, Operations and Marketing Management (Part 2)	3 hours	Module 1: LPG cylinder safe handling and transportation	20-24/MAY2024 10.30 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
			Module 2: LPG market supply chain		
			Module 3: LPG Safety and Emergency preparedness		

			Module 4: LPG accident and incident investigation	15-19/APRIL/2024 12.30 pm-1.30 pm	
			Module 2: Emergency response and preparedness plan		
			Module 3: Accident and incident response and reporting		
			Module 4: LPG installation work documents control & procedures		
SPS 004E	Introduction to the LPG sector	2 hours	Module 1: Product knowledge & legal regulatory framework	6-9/MAY/2024 12.30 pm-1.30 pm	Online via Microsoft teams/Google Meet
			Module 2: LPG infrastructure and business models		
			Module 3: LPG innovations & emerging opportunities		
			Module 2: Legal and regulatory framework Module 3: Petroleum product importation and storage management		
(H) LUBRICANTS COURSES					
SPS001H1	Lubricants Competency Course (Part 1)	2 hours	Module 1: Fundamentals of lubricants and lubrication	6-9/MAY/2024 12.30 pm-1.30 pm	Online via Microsoft teams/Google Meet
			Module 2: Lubes blending operations and base oil classification		
			Module 3: Coolants, special and general-purpose greases		
			Module 4: Lubricants safe handling, storage and disposal (HSSE)		
SPS001H1	Lubricants Competency Course (Part 2)	2 hours	Module 1: Lubricant's standards legal and regulatory framework	7-9/MAY/2024 12.30 pm-1.30 pm	Online via Microsoft teams/Google Meet
			Module 2: Automotive, Synthetic and industry specific lubricants		

			Module 3: Lubricant's market, supply chain and distribution		
(J) EXECUTIVE MANAGERIAL COURSES					
SPS001J	Highlights of The Amendments to The Companies Act, 2015 by the statute Law (Miscellaneous Amendment Act 2019)	2 hours	Module 1: Role of directors in the new company act Module 2: Implications on organizational role and structures	5/JUNE/2024 9.30 a.m-11.30 a.m.	Online via Microsoft teams/Google Meet
SPS002J	Executive Introduction to the East Africa Oil and Gas sector	2 hours	Module 1: Product Knowledge Module 2: Legal and regulatory framework Module 3: Market supply chain and fiscal regime	20/MAY/2024 10.30 a.m-12.30 p.m.	Online via Microsoft teams/Google Meet
SPS 008M	Oil and Gas corporate governance for Boards and management conference	1 day	Corporate Governance for Boards and Management	27/MAY/2024	Hybrid

ADDITIONAL INFORMATION BELOW:

Online training charges:

Scheduled calendar training sessions:

Cost per person per module: *US \$ 74*/ Kshs. 7,500+VAT only

Alternative for scheduled calendar training sessions:

Executive Private/Group Sessions:

Cost per person per module: *US \$ 148* / Kshs. 15,000+VAT only

(Under the Executive Private/Group Sessions we offer individual or group sessions which are designed to fit your time and date schedule.)

Training charges indicated are per person basis and have a minimum no. of trainees

Contact us for customized In-house and Open-course trainings.

For enquiries kindly contact school@petroleum.co.ke or call 0722 221 120 /020 224 9081

N/B - Scheduled calendar training sessions: -The training take place as scheduled in the calendar dates/time as listed above.

-Executive Private/Group sessions- The training is delivered as per trainee's request depending on their availability.

The courses listed which have (Part 1) and (Part 2) annotation means that the training participant has to complete both parts to be awarded the certificate.

The courses listed with the annotation Level 1 and Level 2 means that the trainee will be awarded a certificate upon completion of each level.

*The price indicated in \$ USD is subject to currency fluctuations USD/KSHS*currency exchange