COURSE OVERVIEW TM0931
Basic Data for Manufacturing and Production Management

Course Title
Basic Data for Manufacturing and Production Management

Course Date/Venue
Session 1: February 24-28, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
Session 2: July 28-August 01, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
TM0931

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Basic Data for Manufacturing and Production Management in the Oil and Gas Industry focuses on the critical data needed to efficiently manage and optimize production operations. This includes key aspects such as asset management, production scheduling, materials inventory, and quality control, as well as adherence to health, safety, and environmental standards. By understanding and utilizing these foundational data elements, professionals in the oil and gas industry can streamline production workflows, improve resource allocation, minimize downtime, and ensure compliance with industry regulations, ultimately driving operational efficiency and profitability.

This course covers the Generic Statistical Business Process Model (GSBPM). It describes and defines the set of business processes needed to produce official statistics. The course will also provide a standard framework and harmonized terminology to help statistical organizations to modernize their statistical production processes, as well as to share methods and components.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain basic knowledge on the principles of building data production systems
- Analyze Generic Statistical Business Process model (GSBPM) and describe the set of business processes needed to produce official statistics
- Implement standard framework and harmonized terminology
- Specify the needs for information, consult and confirm needs, establish output objective, identify concepts, check data availability and prepare business case
- Design outputs, variable descriptions, data collection methodology, frame and sample methodology, statistical processing methodology and production systems and workflow
- Build data collection instrument and enhance process components, configure workflows, test production systems, test statistical business process and finalize production systems
- Select sample and set up, run and finalize collection
- Employ process data by integrating, classifying, coding, reviewing, validating, editing and imputing data deriving new variables and statistical units, calculating weights and aggregates and finalizing data files
- Analyze the data by preparing draft outputs, validating outputs, scrutinizing and explaining, applying disclosure control and finalizing outputs
- Disseminate the data by updating output system, producing dissemination products, managing release and promoting dissemination products and managing user support
- Define archive rules and manage archive repository as well as preserve and dispose data and associated metadata
- Evaluate and gather inputs, conduct evaluation and agree for an action plan

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of the principles of building data production system for those who are involved in developing and organizing a statistical system for Abu Dhabi to contribute to the UAE's national statistical system. The course is also beneficial for those involved in providing official statistics related to the conditions of Abu Dhabi society in order to support the decision makers.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. **Drag Zic** is a **Senior Management Consultant** with over **30 years** of training and industrial experience. His expertise lies extensively in the areas of **Quality** Management, **Quality** System, **Leading Effective Meetings**, **Leadership & Business**, **Presentation** Skills, **Decision Making** Skills, **Communication** Skills, **Negotiation** Skills, **Coaching & Mentoring**, **Performance** Management, **Customer Service** Management, **Critical Thinking & Creativity**, **Quality** Management, **Risk** Management, **Data Management** Systems, **R&D** and **Research** Management, **Project** Management, **Planning**, **Budgeting & Cost Control**, **Document** Management, **Record** Management and **Contract** Management. Further, he is well-versed in Analytical & Chemical Laboratory Management, Statistical Analysis of Laboratory Data, Statistical Method Validation & Laboratory Auditing, Sample Development & Preparation in Analytical Laboratory, Data Analysis Techniques, Laboratory Quality Management (ISO 17025), Applied Research & Technology, Basic Geology, Quality Assurance Assessment, Quantified Risk Assessment (**QRA**) as well as in Seismic Monitoring Systems, Seismological Software (4di, Xmts, OptiNet and ErrMap), Data Analysis, Rock Mass Stability Analysis, Seismic Budget Planning & Productivity Improvement Analysis, HazMap, ISO Standards as well as Balance Scorecard. He is currently the **Director** & **Principal Consultant** of **DRAMI** wherein he is responsible in formulating and executing the plans for applied research and technology transfer.

During Mr. Zic's career life, he had occupied several significant positions as the **Programme Manager**, **Managing Member**, **Rock Engineering Manager**, **Contract Manager**, **Consultant/Lecturer**, **Mine Seismologist**, **Data Analyst** and **Assistant Analyst** from different international companies.

Mr. Zic is a **Professional Natural Scientist**, has a **Bachelor** degree in **Geology**, a **Diploma** in **Management Development Programme** and currently enrolled for **Phd** in **Wits University**. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**) and an active member of various professional engineering bodies internationally like the European Geosciences Union (**EGU**), the Canadian Institute of Mining (**CIM**), the Project Management South Africa (**PSMA**), the European Association of Geoscientists and Engineers (**EAGE**), the South African Council for Natural Scientific Professions (**SACNASP**), the International Society for Rock Mechanics (**ISRM**) and the South African Geophysical Association (**SAGA**). He has further delivered numerous trainings, workshops, conferences and seminars internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Generic Statistical Business Process Model (GSBPM)***
0930 – 0945	*Break*
0945 – 1130	***The Set of Business Processes Needed to Produce Official Statistics***
1130 – 1215	***Standard Framework & Harmonized Terminology*** *Statistical Production Process • Methods • Components*
1215 – 1230	*Break*
1230 – 1420	***Specify Needs*** *Determine Needs for Information • Consult and Confirm Needs • Establish Output Objectives • Identify Concepts • Check Data Availability • Prepare Business Case*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***Design*** *Design Outputs • Design Variable Descriptions • Design Data Collection Methodology • Design Frame and Sample Methodology*
0930 – 0945	*Break*

0945 – 1100	***Design (cont'd)*** *Design Statistical Processing Methodology • Design Production Systems and Workflow*
1100 – 1215	***Build*** *Build Data Collection Instrument • Build or Enhance Process Components • Configure Workflows*
1215 – 1230	*Break*
1230 – 1420	***Build (cont'd)*** *Test Production Systems • Test Statistical Business Process • Finalize Production Systems*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	***Collect*** *Select Sample • Set Up Collection*
0930 – 0945	*Break*
0945 – 1100	***Collect (cont'd)*** *Run Collection • Finalize Collection*
1100 – 1215	***Analyse*** *Prepare Draft Outputs • Validate Outputs*
1215 – 1230	*Break*
1230 – 1420	***Analyse (cont'd)*** *Scrutinize and Explain • Apply Disclosure Control • Finalize Outputs*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

0730 – 0930	***Disseminate*** *Update Output Systems • Produce Dissemination Products • Manage Release of Dissemination Products*
0930 – 0945	*Break*
0945 – 1100	***Disseminate (cont'd)*** *Promote Dissemination Products • Manage User Support*
1100 – 1215	***Archive*** *Define Archive Rules • Manage Archive Repository*
1215 – 1230	*Break*
1230 – 1420	***Archive (cont'd)*** *Preserve Data and Associated Metadata*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0830	***Archive (cont'd)*** *Dispose of Data and Associated Metadata*
0930 – 0945	*Break*
0945 – 1100	***Evaluate (cont'd)*** *Gather Evaluation Inputs*

1100 – 1215	***Evaluate (cont'd)*** *Conduct Evaluation*
1215 – 1230	*Break*
1230 – 1345	***Evaluate (cont'd)*** *Agree Action Plan*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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