



Certification and the Road to Professionalism

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Dr. Shaikh has a BSc Honours Degree in Geology from Kingston Polytechnic and an MSc Degree in Petroleum Geology from Imperial College. He read for his Doctorate in Industrial Geology at the Camborne School of Mines, University of Exeter. He attained SPE Certification in 2006. He has over 20 years' experience working in the Oil and Gas sector in Production and Development Geology in both Clastics and Carbonates; Oil and Gas; IOR and EOR working predominantly in the Middle East and also South East Asia. He has been an SPE member since 2004 and served SPE in numerous capacities including Northern Emirates Section Chairman in 2005 and Engineering Professionalism Committee Chairman in 2009 and 2014.





Dr. Razik Shaikh

Why is it important?



Why is becoming a Certified Engineer important?

Aren't your college degree(s) enough?

Doesn't my 'on the job experience' count?



Poll Question



Who is your employer?



Poll Question



How many years of experience do you have?



Poll Question



What is your job title?



Professionalism



PROFESSIONALISM IS
KNOWING HOW TO DO
IT, WHEN TO IT, AND
DOING IT

FRANK THOR
PICTURE QUOTES - 1999



Professionalism





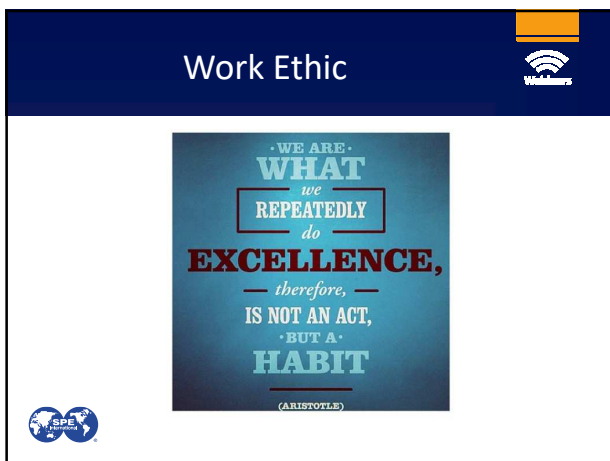












Work Ethic

Honesty

- If you don't know, say so

Time Keeping

- Always be on time, or early
- It makes a good impression and it will be noticed

Go the Extra Mile

- Put in a little bit extra on each project
- It will add value later

Work Ethic

Schedule

- Keep to project and personal targets; track using excel or similar
- Update each evening before leaving the office and review each morning before starting work

Read up and around your subject

- If available read the FDP and associated documents so that you understand the project and where you can add value

Work Ethic

Ask Questions

- Sit with senior engineers to obtain as much background information about the project that may not be documented

Always try to offer to help

- Colleagues often become 'snowed under'
- Even filling up a spreadsheet could save time for a colleague

Documentation

- Make detailed notes on 'What', 'Why', and 'How'
- Include methodologies, results and references

Meetings

The cartoon consists of three panels. In the first panel, a man in a suit says, "I'M HAPPY TO REPORT THAT I SPENT 50% MORE TIME IN MEETINGS THIS QUARTER." In the second panel, another man in a suit responds, "THAT'S NOT AN ACCOMPLISHMENT! MEETINGS ARE A COMPLETE WASTE OF TIME!" In the third panel, the first man asks, "HOW WOULD I HAVE LEARNED THAT WITHOUT THIS MEETING?"

Meetings



Arrive at meetings early

- Try to sit at or near to the front

Take detailed notes

- If possible take the meeting minutes
- It's a good way to get to know people and find out what they do

Ask Questions

- There is no point you attending otherwise
- You can guarantee that someone else wants to ask the same thing, so do them a favour



Meetings



Do not 'hose down' a suggestion/question'

- There is no such thing as a dumb question
- Meetings should be open forums where people should be able to discuss without the 'fear' of being ridiculed

Take things 'off-line'

- If you feel that a topic needs further discussion/explanation always offer to take it 'off-line' so as not to derail the meeting



Email





GOOD NEWS! HERE'S AN EMAIL
EXPLAINING HOW TO MANAGE EMAIL.



Email




Respect and Intent

- Email can be very dangerous
- Always read back to yourself an email before you press send
- NEVER send an email when you are upset
 - Have a coffee instead ☺

Target Audience

- Always think about the 'target audience' of your email and draft it accordingly
- If you expect a response let the recipient know

Email




Email Content and Size

- Always write a one or two line email when possible
- Stick to the facts
- A manager does not have the time to read a PhD thesis
- FOLLOW UP with a face to face/phone call where possible
- Try not to attach huge documents
 - Try using 'hyperlinks' etc if possible
- Never CC/BCC the 'whole office'
 - Select your target audience with care
- CC yourself on important/key emails

Email




Email Management

- Create a manageable folder system in your inbox that allows you to locate important information quickly

Email Retention

- There is no real need to 'hoard' ALL Emails
- If you have not read an email after six months you probably will not need it
 - If necessary you can save email to an external drive

Documentation Management



Documentation Management



Project notes

- Write up workflows or methodology as they are carried out
- Make them 'professional' so that if you ever need to 'publish' or 'present' you already have a lot of the work/images already

Field Atlas

- Generate your own 'Field Atlas' with all the key well, field and project data
- This helps you 'learn' your project and enables you to have the key information at the tips of your fingers



Documentation Management



Proof read and review

- Have a senior engineer proof read and review your notes
- This may also lead to future collaboration in other projects and could also allow you to 'diversify' into other projects

Reference

- Acknowledge and reference all sources of information



Documentation Management



Personal Data Management

- Your personal data and documents should be readily accessible in a easily manageable file system

Working Data Management

- Keep to the company recognised document management system (if there is one)
- Try to keep Draft and Working data on your personal PC and share/update when completed or when specific data is requested
- However make sure people are aware if not a FINAL version



Collaboration



Collaboration



Sharing data

- Ensure that you regularly share what you are doing with your team
- Be prepared for them to question and dissect your findings and results and the workflows/methods that you have used

Teamwork

- Work with your team mates to solve problems or generate innovative solutions
- Be prepared to work out of your comfort zone



Certification

Certification

Certification

Preparation

- When preparing for the SPE Certification Exam it is a good idea to study with colleagues so you can work through problems together
- This also helps 'build relationships' within your company

SPE Webinar

- "Identifying Knowledge Gaps and Tools" presented by Alok Jain

