



ALKIFAT For General Trading and
Contracting Company Ltd.

شركة الكفات للتجارة والمقاولات العامة المحدودة

TRAINING PLAN AND PROCEDURE

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1. Introduction

KIFCO is committed to empowering its workforce with the knowledge and skills necessary to deliver high-quality solutions in the oil and gas sector. Our Training Plan and Procedure is designed to build employee competence, align with industry standards, and ensure the continuous development of our team to meet the demands of our clients and the market.

2. Purpose

The purpose of this document is to provide a structured and professional approach to training within KIFCO. This plan ensures:

- Alignment with company objectives.
- Compliance with industry standards.
- Development of employee skills for better performance and safety.
- Enhanced client satisfaction through superior service delivery.

3. Scope

This training plan applies to all employees, contractors, and third-party partners involved in KIFCO's operations, including:

- EPCC projects
- Construction services
- Equipment and material handling
- Project management
- Maintenance services

4. Training Objectives

The objectives of this training program are:

1. Ensure employees are equipped with the technical skills required for their roles.
2. Promote compliance with local and international industry standards.
3. Enhance safety awareness and adherence to HSE practices.
4. Foster innovation and efficiency in project execution.
5. Build a collaborative and knowledgeable workforce.



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5. Roles and Responsibilities

Management Team:

- Approve training budgets and plans.
- Monitor training outcomes.

Training Coordinator:

- Develop training schedules and content.
- Maintain training records.

Supervisors:

- Identify team-specific training needs.
- Ensure participation and engagement.

Employees:

- Actively participate in training sessions.
- Apply learned skills to their work.

6. Training Needs Assessment

To design effective training programs, KIFCO will:

1. **Conduct Skill Gap Analysis:** Evaluate current skills versus required competencies.
2. **Engage Stakeholders:** Consult with department heads to identify training priorities.
3. **Review Compliance Requirements:** Align training with ISO certifications, HSE standards, and local regulations.
4. **Analyze Performance Data:** Use feedback from past projects to identify areas of improvement.

7. Training Development Process

Step 1: Define Training Requirements

- Based on the needs assessment, outline objectives, target audience, and delivery methods.

Step 2: Develop Training Materials

- Create manuals, presentations, and e-learning modules tailored to:
 - EPCC workflows
 - Equipment handling procedures
 - HSE protocols

Step 3: Approval and Review

- Review training content for accuracy and relevance.

8. Training Implementation**Delivery Methods:**

- **Classroom Training:** For foundational knowledge and compliance topics.
- **On-the-Job Training:** Practical, hands-on learning at project sites.
- **E-Learning:** Self-paced modules for flexible access.
- **Workshops and Seminars:** Focused sessions on specific topics.

Training Schedule:

- Quarterly sessions for recurring topics.
- Ad hoc sessions for urgent or project-specific needs.

Trainer Selection:

- Internal experts and external consultants with industry experience.

9. Evaluation and Feedback

Evaluation ensures the effectiveness of the training program. Methods include:

- **Pre- and Post-Training Assessments:** Measure knowledge gained.
- **Participant Feedback:** Collect insights on content and delivery.
- **Performance Metrics:** Analyze changes in work performance and project outcomes.

10. Continuous Improvement

Based on evaluation results, KIFCO will:

- Update training materials to reflect new technologies and standards.
- Address gaps identified in feedback.



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- Introduce innovative training techniques.

11. Resources and Logistics

Training Facilities:

- Dedicated training rooms at the Basra office.
- On-site training setups for practical sessions.

Tools and Technology:

- Project management software (e.g., Primavera, SAP).
- Simulation tools for safety training.

Budget:

- Annual budget allocation for training resources and personnel.

12. Conclusion

The KIFCO Training Plan and Procedure is a cornerstone of our commitment to building excellence and creating trust. By investing in our team's development, we ensure not only the success of our projects but also the long-term growth of our company and its people.

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