

End of Program Report

Team Building Seminar

Oil and Gas Regulatory Authority



Program Rollout Date

27 June 2022

ARK Consulting Group

www.arkconsulting.pk

13 July 2022

**The Chairman
Oil and Gas Regulatory Authority
ISLAMABAD**

Subject: **TEAM BUILDING SEMINAR – END OF PROGRAM REPORT**

We are pleased to have successfully delivered Team Building Seminar for Oil and Gas Regulatory officers on 27 June 2022.

We thank management of OGRA for providing us the opportunity of making modest contribution to their vision regarding development of senior officers. We are hopeful that our intervention will have lasting impact on the participants; both in work and personal lives.

We are attaching End-of-Program Report for your review and as input for fine tuning subsequent capacity development programs at OGRA. We will be pleased to keep ourselves engaged with OGRA with their initiatives for developing your future management staff.

We will be glad to discuss any query that you might have on the design and delivery of Team Building Seminar or on upcoming training and consulting assignments.

Best regards.



Khusro P. Malik

CEO

Acknowledgements

We are thankful to the management of Oil and Gas Regulatory Authority (OGRA) for choosing ARK Consulting Group as their capacity development partner. Team Building Seminar, for senior officers of OGRA, provided us with an opportunity to interact with knowledgeable and professionally groomed participants.

We would like to thank Chairman OGRA for launching the team building initiative in his organization. Moreover, his short conversations during the session provided a valuable learning experience for the participants.

We appreciate the support and advice received from Chairman OGRA, Member (Gas), Member (Oil), and the Senior Executive Director, Corporate & Media Affairs during the development and delivery phase of the Team Building Seminar themes. This helped us in designing and delivering the Seminar around OGRA ground realities.

The Delivery Phase of the Seminar witnessed flawless coordination and meticulous handling of logistical arrangements. It is our considered opinion that coordination of the training session was par excellence. The role played by the Senior Executive Director, Corporate & Media Affairs and each member of his team was excellent.

The Trainers are pleased to thank the participants of the Team Building Seminar for their interest, contribution, commitment, and upbeat enthusiasm that ensured to turn it into a success story.

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Team Building Seminar Opening

Pakistan national anthem marked the opening of Team Building Seminar. Senior Executive Director Media & Corporate Affairs started the proceedings of the Seminar and requested Chairman OGRA to address the participants. Chairman OGRA highlighted the importance of teamwork and mutual trust in achieving the organizational objectives.



Details of Seminar Participants

Team Building Seminar was attended by 40 senior officers of OGRA.



Details of participants are provided in Table 1: Seminar Participants.

Table 1: Seminar Participants

S. No.	Name of Officer	Designation	Department	Pay Scale
1	Mr. Imran Ghaznavi	Senior Executive Director	Corporate & Media Affairs	E-6
2	Mr. Shahzad Iqbal	Senior Executive Director	Consumer Affair Department	E-6
3	Mr. Muazzam Hussain Ch.	Senior Executive Director	Oil	E-6
4	Mr. Sarmad Aslam	Senior Executive Director	Oil-Enforcement (North)	E-6
5	Mr. Anwar Ali Sheikh	Senior Executive Director	Admn	E-6
6	Mr. Sohail Ahmed Tariq	Senior Executive Director	Oil Enforcement (South) Karachi	E-6
7	Ms. Misbah Yaqub	Senior Executive Director	Gas	E-6
8	Mr. Atif Sajjad	Executive Director	Oil- Supply Chain	E-5
9	Mr. Muhammad Asad Latif	Secretary OGRA	Secretariat	E-5
10	Mr. Muhammad Imran Akhtar	Executive Director	LNG	E-5
11	Mr. Zahid Ghani Chishty	Executive Director	CNG	E-5
12	Mr. Aftab Alam Khan	Joint Executive Director	P&C/IT	E-4
13	Mr. Imran Aslam	Joint Executive Director (Tech) / Project Director	Building Project	E-4
14	Mr. Muhammad Muzammil Awais	Joint Executive Director	Appeals	E-4
15	Mr. Muhammad Iltaf	Joint Executive Director	Regional Office Lahore	E-4
16	Mr. Muhammad Asif	Joint Executive Director	Gas	E-4
17	Mr. Muhammad Azhar Nizam	Joint Executive Director	Gas	E-4
18	Mr. Iftikhar Mehmood	Joint Executive Director	Oil	E-4
19	Mr. Sajid Zahid Rauf	Joint Executive Director	Oil Supply Chain	E-4
20	Mr. Muhammad Mudassir Siddiq	Joint Executive Director	Finance-I (Natural Gas Pricing)	E-4

S. No.	Name of Officer	Designation	Department	Pay Scale
21	Mr. Ejaz Ahmed Gohar	Joint Executive Director	Admn	E-4
22	Mr. Mubashar Ahmed	Joint Executive Director	Oil	E-4
23	Mr. Jehanzeb Anwer	Joint Executive Director	CNG-Ops	E-4
24	Mr. Aziz Ullah Khan	Joint Executive Director	Complaints	E-4
25	Mr. Muhammad Jawad Jamil	Joint Executive Director	Regional Office Lahore	E-4
26	Mrs. Uzma Ashfaq	Joint Executive Director	CNG	E-4
27	Mr. Nasrullah Khan	Joint Executive Director	Appeals	E-4
28	Ms. Kanwal Akmal	Joint Executive Director	Secretariat	E-4
29	Mr. Asmat Ullah Panezai	Joint Executive Director / Senior Economist	P&C	E-4
30	Mr. Muhammad Abdul Rahim	Joint Executive Director	CNG	E-4
31	Mr. Kashif Iqbal	Joint Executive Director	Complaints	E-4
32	Mr. Muhammad Raza	Joint Executive Director	Oil Enforcement North	E-4
33	Mr. Najaf Khan Malik	Joint Executive Director	LPG	E-4
34	Dr. Abdul Basit Qureshi	Registrar	Registrar	E-4
35	Ms. Raheela Mustafa	Principal Law Officer	Appeals	E-4
36	Mr. Ghulam e Muhammad Shaheen	Joint Executive Director	Gas	E-4
37	Mr. Khurram Naeem Khan	Joint Executive Director/ Senior Economist	Finance-II	E-4
38	Syed Ishtiaq-ul-Haq	Joint Executive Director	Oil	E-4
39	Mr. Hammad Sajjid Pirzada	Joint Executive Director	LPG	E-4
40	Mr. Hidayat Ullah	Joint Executive Director	Chairman Office	E-4

Team Building Seminar Themes

The training material and the delivery method was developed in the light of OGRA requirements along with the key points identified by the Chairman OGRA during the session. The following themes were delivered during the Seminar:

- Teamwork Re-imagined
- Great Things Are Done in Teams
- “We” Thinking Against “Me” Thinking
- Teamwork Has No Boundaries
- Team Up and Grow
- Teamwork and Its Essence
- Team Trust
- Workplace Collaboration
- Effective Communication & Dialogue for Improving Teamwork
- Emotional Stability in Building Narrative

Team Building Seminar logically grouped the above themes in five Modules.

Session Outline

Table 2: Session Outline

Time	Session and Theme
9:00 – 9:30	LIGHT ENGLISH BREAKFAST AND ICE BREAKING
09:30-10:00	Session One: Opening and Introduction Session Includes Warm Up Activity
10:00-11:00	Session Two: Teamwork Re-imagined <ul style="list-style-type: none"> ▪ Great Things Are Done in Teams ▪ Teamwork is Behavioral Competency ▪ “We” Thinking Against “Me” Thinking ▪ Teamwork Has No Boundaries ▪ Crisis Situations Force Teamwork ▪ Believe in Your Aim for Normal Situations Session Includes Learning Reinforcement Activities
11:00-11:15	Stretch Break

Time	Session and Theme
11:15-13:00	Session Three: Team Up and Grow <ul style="list-style-type: none"> ▪ Teamwork and Its Essence ▪ What Makes a Great Team ▪ Workplace Collaboration <ul style="list-style-type: none"> ▪ Organizational Impact of Collaboration at Workplace ▪ Effective Communication & Dialogue for Improving Teamwork ▪ Challenges of Workplace Collaboration <p><i>Session Includes Learning Reinforcement Activities</i></p>
13:00-14:00	Lunch & Prayer Break
14:00-15:00	Session Four: Emotional Stability in Building Narrative <ul style="list-style-type: none"> ▪ Grasp Full Insight into the Issue ▪ Guess What Objective the Questioner Would Pursue ▪ Document Questions that Might be Asked ▪ Ponder Over Answers to these Questions ▪ Understanding Probing Questions <ul style="list-style-type: none"> ▪ Open and Closed Questions ▪ Know Six Honest Serving Men <ul style="list-style-type: none"> • What • Why • When • How • Where • Who ▪ Funneling Questions ▪ 5-Whys ▪ Body Language ▪ Voice ▪ How Lies are Spotted <ul style="list-style-type: none"> ▪ Understand Questioning Techniques ▪ Understand the Objective of Question ▪ Is it a Closed or Open Questions ▪ Be Consistent – Avoid Conflicting Responses ▪ <i>Session Includes Discussion on Two Sample Questions Selected by Participants</i>
15:00-15:15	Tea Break
15:15 to 15:30	Session Five: Recap & De-Brief of Team Up

Learning Experience and Impact

ARK Consulting trainers conducted the sessions in line with the needs and dynamics of group. The trainers assigned to this Seminar had substantial experience along with superb training skills. The sessions were interactive with plenty of exercises to keep the interest level at high pitch.

Delivery methodology closely followed the principles of “experiential learning”, “adult learning” and “fun learning”.



Sessions were designed in multiple learning blocks. Each session was based on 40% knowledge building and the remaining 60% was allocated for activities, games, and exercises. The Lead Trainer laid the learning foundation and the Facilitators in his team conducted learning activities and games to fortify learning.

The participants proactively contributed by identifying teamwork issues at OGRA and provided their thoughts on creating better environment.

OGRA Teamwork Challenges

The participants identified following challenges:

- Trust deficit/lack of trust
- Reluctance to take responsibility
- Grouping
- Communication gap
- Discriminatory policies
- Resistance to change

The participants of the Team Building Seminar deserve credit for actively participating in the learning process. Their behavior and interest level upped the learning experience.

Lead Trainer and Team

Khusro P. Malik spearheaded the program and his team of Facilitators provided support to the learning process through activities and games.

Participants' Oral Evaluation

At the end of the Seminar, participants congratulated ARK Consulting Group on providing intense learning experience, knowledge, and skills that would practically help them in polishing their management skills.

Participants Written Evaluation

Trainer and Program evaluation was carried out at the end of the Seminar. Participants completed Evaluation Forms and evaluated the following four aspects:

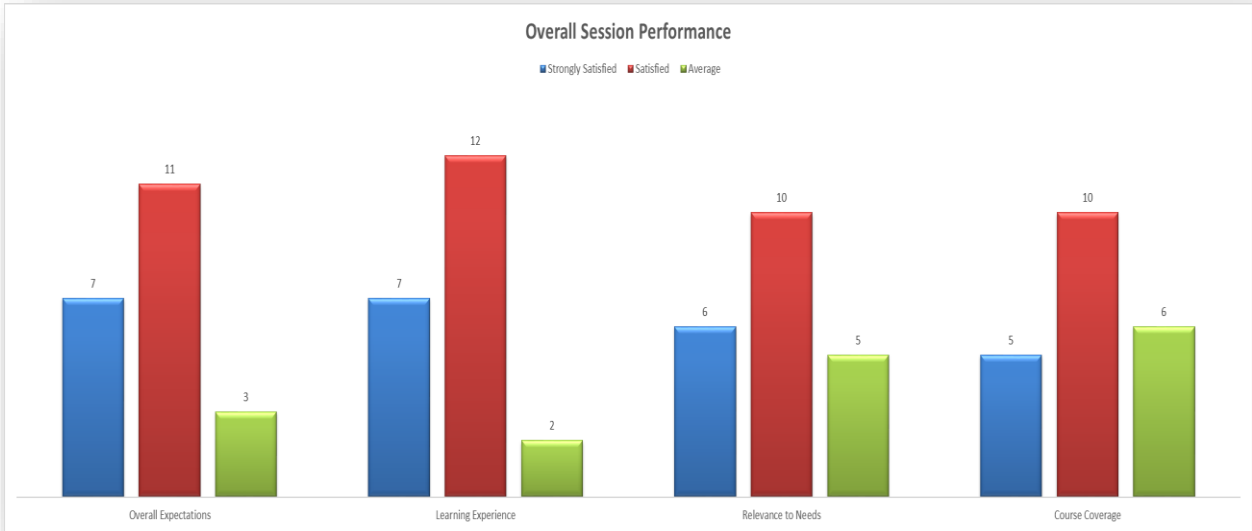
- Overall Session Performance
- Course Material
- Speaker's Performance
- Training Environment

ARK Consulting Group created analytical results based on the participants' input.

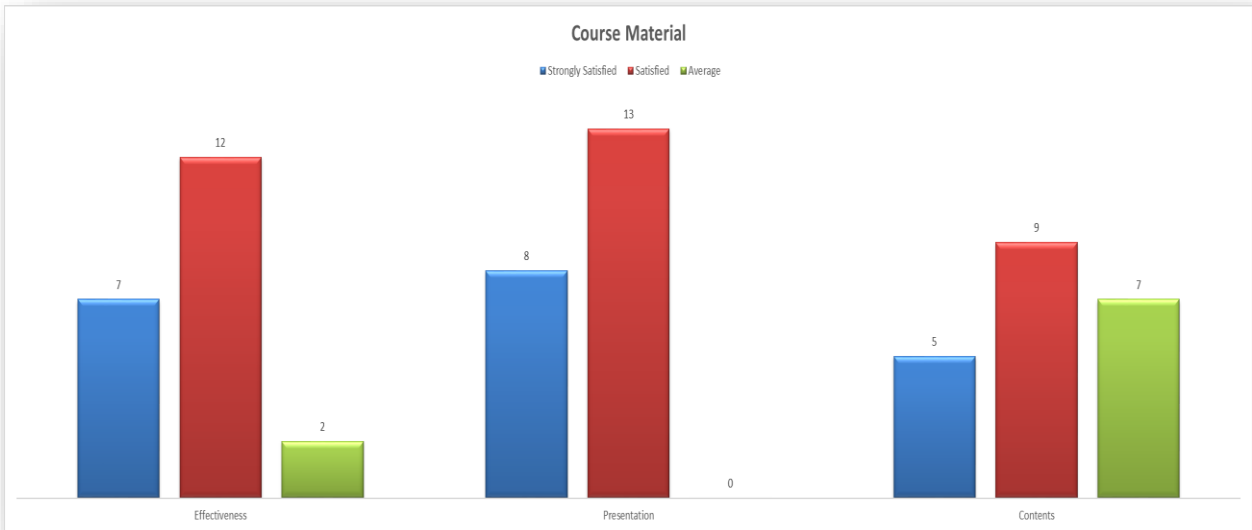


Bar Charts Based on Written Evaluation

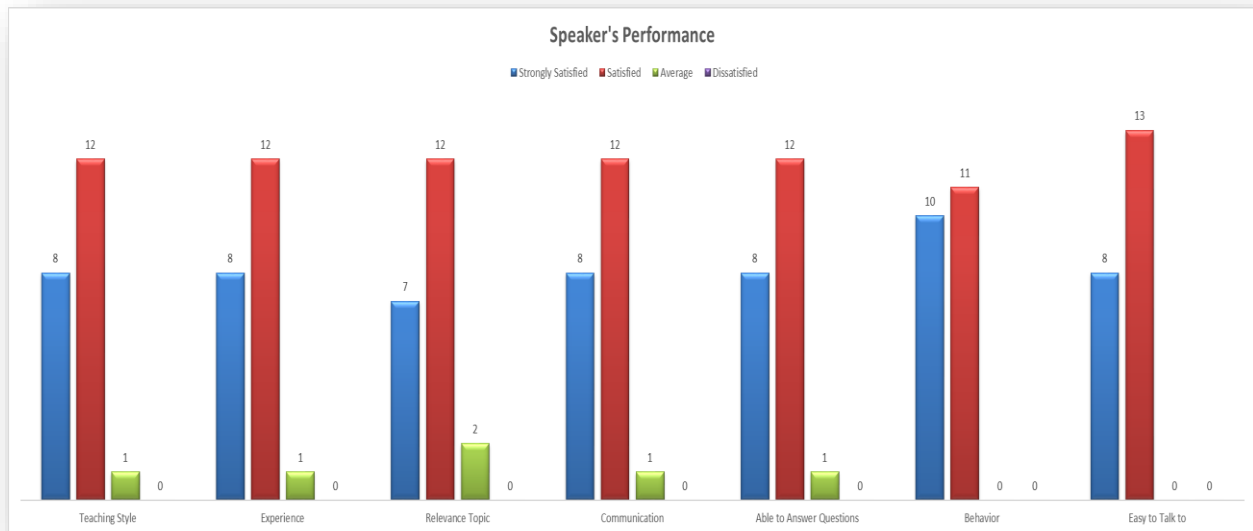
Overall Session Performance



Course Material



Speaker's Performance



Training Environment



Participant Evaluation – Suggestions/Comments

Reproduced As Written

- Time duration maybe increased.
- More presenters be inducted.
- It's always been a great experience learning from KP Sb. Always get to learn something new.
- Good presentation may be improved more.

- Excellent, may I request to please send relevant information at below mentioned email please. anizam@ogra.org.pk
- A nice learning experience.
- The speaker to be also informed about specific issues and OGRA and they may try to address those.
- Keep it up.
- More examples need to be added in presentation.

Closing Steps

Chairman OGRA graced the podium and shared his experience & thoughts on the teamwork domain.

Member (Gas) shared his impressions of the learning experience and thanked the Lead Trainer and his team for successful roll out of the Seminar.

Completion Certificates

The Chairman OGRA awarded certificates to the participants of the Seminar.

