



SHELL ROBERT
TRAINING &
CONFERENCE CENTER

COURSE CATALOG



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ENROLLMENT PROCESS

Shell Employees & Core Contractors with a Shell email

All classes are listed in Workday for self-enrollment.

NOTE: If you are a core contractor, please seek approval from your company prior to enrolling in Workday.

External Enrollments

All external customers will be enrolled separately in our external learning management system. Training Coordinators will need to complete an enrollment form to being registration for all learners. These forms are located on our site or send an email to training-history@shell.com for assistance.

If this is your first time sending employees to train at our facility, we will need to get an account setup for billing, and complete a facility agreement form in addition to the enrollment form. Please send an email to training-history@shell.com.

Lodging Reservations

All course tuitions include meals as part of your stay, and also includes lodging for all multi-day classes. Lodging is **not** automatically setup when you are confirmed for a class, so please do make a formal reservation request when lodging is needed. To reserve lodging, please send an email to rtc-lodging@shell.com with your name, course attending, and check in/out dates.

NOTE: If you are a Shell employee and require lodging, it is expected for you to stay at RTC. **Please consult your manager if you need to make arrangements outside of RTC.**

Meeting Request

We have multiple rooms that can be reserved to conduct meetings, team building workshops, etc. If you would like to reserve a meeting space, or want to know more about team building activities please contact send an email to rtc-meetings@shell.com.



COURSE OVERVIEW

All courses listed are offered onsite, e-learning or virtually. If you need more information about these courses (descriptions, schedule, pricing, etc.), please send an email to training-history@shell.com for additional assistance.

ELECTRICAL COURSES

Course Title	Duration	Minimum	Maximum
AEP2 Assessment <i>(prerequisite for Shell/core contractor employees required)</i>	1 day	3	12
AEP3 Assessment <i>(prerequisite for Shell/core contractor employees required)</i>	1 day	3	12
Basic Electrical and Electronics Systems	5 days	3	12
Electrical for Operators	1 day	3	12
Electrical Maintenance & Troubleshooting	5 days	3	12
Electrical Print Reading & Troubleshooting	5 days	3	12
Electrical Safe Work Practices	3 days	3	12
Electrical Systems	5 days	3	12
Medium Voltage Safety	3 days	3	12
NCCER Electrician Knowledge Assessment	3 hours	1	15
NCCER Electrician Skill Assessment	4 hours	1	1
SAEP Assessment <i>(prerequisite for Shell/core contractor employees required)</i>	1 day	3	12
SAEP Workshop	3 days	3	12

HSSE COURSES

Course Title	Duration	Minimum	Maximum
Audiometric Exam / Hearing Test <i>(offered by request)</i>	-	-	-
Basic Lifeboat Passenger Orientation	1 day	4	12
Basic Water Survival	1 day	4	16
BBSM Advanced Observation Skills Rev 8	1 day	8	20
BBSM Advanced Steering Team Training	2 days	4	20
BBSM Subject Matter Expert (SME) Training	3 days	4	20
Basic Offshore Safety Induction Emergency Training (BOSIET) with CA-EBS	3 days	8	16
Confined Space Entry - ILT	1 day	4	12
Confined Space Entry Competent Person	2 days	4	12
Control Room Op-Major Emergency Management	2 days	4	6
Coxswain Annual Refresher	1 day	4	12
Emergency Medical Responder	5 days	5	12
Fall Prevention and Protection Workers	1 day	4	12
Fall Protection Competent Person - OSHA	1 ½ days	4	12
Fire Extinguisher Handling	½ day	4	16
Fire Team Trade Assessment	½ day	2	12
Further Offshore Emergency Training (FOET) with CA-EBS	1 day	8	16
H2S Awareness	1 day	3	6
Hazardous Material Management US DOT	1 day	4	20
Helideck Team Member Refresher (HTMR)	1 day	4	12
HSE Super Safety Course	2 days	4	20
Industrial Rescue School	1 ½ days	4	12
Lifeboat Maintenance Assurance	2 days	4	8
Local Lifting Focal Point	1 day	4	8
Management of Major Emergencies Floater	5 days	6	8
Man-Riding Hoist Operator	1 day	4	8
Medic First Aid CPR AED	1 day	6	12
Mobile Aerial Platform	1 day	4	8
NORM Survey & Control Certification	1 day	4	20
Offshore Helideck Assistant (HDA)	2 days	4	12

HSSE COURSES CONTINUED

Course Title	Duration	Minimum	Maximum
Offshore Helicopter Landing Officer (HLO)	3 days	5	12
Offshore Ped Crane Appliance/Rigging	3 days	4	8
Offshore Pedestal Crane Operator	3 days	4	8
Personnel Basket Transfer / Swing Rope	½ day	4	16
Powered Industrial Truck Operator	1 day	4	8
Powered Overhead Crane Operator	1 day	4	8
Respirator Fit Test	½ day	2	8
Tropical HUET with CA-EBS	1 day	8	16
USA Defensive Driving Training	1 day	3	5
Waste Management Training	1 day	4	20

INSTRUMENTATION COURSES

Course Title	Duration	Minimum	Maximum
Advanced Electronic Instrumentation	5 days	3	12
Allen Bradley PLC Controllogix 5000	5 days	3	6
Basic Electronic Instrumentation	4 days	3	12
Electrical Safe Work Practices - AEPIT	3 days	3	12
Instrumentation GOM Specific Training	4 days	3	8
Instrumentation NCCER Fundamentals	5 days	3	8
Liquid & Gas Measurement	4 days	3	12
NCCER Instrumentation Knowledge Assessment	3 hours	1	15
NCCER Instrumentation Skill Assessment	4 hours	1	1
Pneumatic Instrumentation	3 days	3	6

MECHANICAL COURSES

Course Title	Duration	Minimum	Maximum
Basic Machinery Alignment Training <i>(offered by request)</i>	3 days	6	9
Bolted Flange Joint Assembly Level 2	1 day	3	12
Hydraulics Training <i>(offered by request)</i>	4 days	6	8
Mechanic Fundamental Training	7 days	3	8
NCCER Millwright Knowledge Assessment	3 hours	1	15
NCCER Millwright/Mechanic Skill Assessment	4 hours	1	1

PRODUCTION COURSES

Course Title	Duration	Minimum	Maximum
Basic Production Safety Systems (T2 Cert)	3 days	3	14
Basic Production Safety Systems Test Out <i>(eLearning)</i>	-	-	-
Drilling/Completion 101	1 day	3	12
Engineering, Process, Operations, Competence-Based, Hands-On Program (EPOCH)	5 days	8	16
Glycol Dehydration Practices	2 days	3	12
Production 101	1 day	3	12
SPLC Measurement Tech Task Proficiency – Pipeline	1 day	4	12
Subsea 101	1 day	3	12
Subsea Production Operator	5 days	3	8
Tubing Essentials Total Support Level - 2 – OPS - 0211	1 day	3	12
Tubing 2507 and FKO Tubing – Level 3 – OPS 0211	1 day	3	12

PLANT OPERATIONS COURSES

Course Title	Duration	Minimum	Maximum
Advanced Electronic Instrumentation	5 days	4	12
Basic Electrical & Electronic Systems	5 days	4	12
Basic Electronic Instrumentation	5 days	4	12
Electrical IM Re-Certification	1 day	4	12
Electrical Print Reading - Maintenance & Troubleshooting	5 days	4	12
Electrical Safety for Operators	1 day	4	12
Medium Voltage Safety - Plant Operations	3 days	4	12
Pneumatic Instrumentation	5 days	4	12

NOTE: All above courses are offered by request only

USCG/STCW COURSES

Course Title	Duration	Minimum	Maximum
USCG/STCW Approved Fast Rescue Boat	3 days	4	12
USCG/STCW Approved Survival Craft Proficiency	4 days	6	16
USCG/STCW Basic Fire Fighting	2 days	4	16
USCG/STCW Basic Fire Fighting Refresher	1 day	4	16
USCG/STCW Basic Fire Fighting Revalidation	½ day	4	16
USCG/STCW Basic Training	5 days	4	16
USCG/STCW Basic Training Revalidation	1 day	4	16
USCG/STCW CPR	½ day	4	16
USCG/STCW First Aid	½ day	4	16
USCG/STCW First Aid and CPR	1 day	4	16
USCG/STCW Personal Safety & Social Responsibilities	½ day	4	16
USCG/STCW Personal Survival Techniques	1 ½ day	4	16
USCG/STCW Personal Survival Techniques, Revalidation	½ day	4	16

WELL CONTROL COURSES

Course Title	Duration	Minimum	Maximum
IADC WellSharp Driller	5 days	4	12
IADC WellSharp Supervisor	5 days	4	12
IWCF Level 3	5 days	4	8
IWCF Level 4	5 days	4	8
IWCF Well Intervention	5 days	4	8

CONTACT INFORMATION

If you have any additional questions related to our facility, course, amenities, etc., please contact our main office at (985) 543 – 1200.

Here are a few specific emails & links:

Lodging Reservations – rtc-lodging@shell.com

Meeting Request – rtc-meetings@shell.com

RTC Information Video: <https://www.youtube.com/watch?v=ZgVHauAqgC4>

Training Request, Enrollments, & Questions – training-history@shell.com

