



**"Petromatech's Web  
Based Tutorials Videos"  
PWBTV**

**Dear Clients;**

We are delighted to keep you in touch with our new services to the market opening new horizons of knowledge and learning, our continuous offers and services newly introduced to the market.

Nowadays we are getting ready to be involved in the new "Petromatech's Web Based Tutorials Videos" PWBTV which will be introduced through our Training center as we always aim to develop ourselves, our training, and services introduced to the very special segment of clients we are dealing with and who we are really honored to have them on our list looking forward to fill their training desires and needs.



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Below is a sample of a slide of the show called "how to delegate effectively".



The image shows a screenshot of a web browser window. The browser's address bar displays "http://www.petromatech.com/Default.htm". The main content area is divided into two sections. On the left is a video player showing a man in a suit speaking. Below the video player are playback controls (play, stop, next, previous, volume) and a "Restart" button. On the right is a slide titled "How to Delegate Effectively". The slide contains a section titled "Key Aspects" followed by a numbered list of nine points.

### How to Delegate Effectively

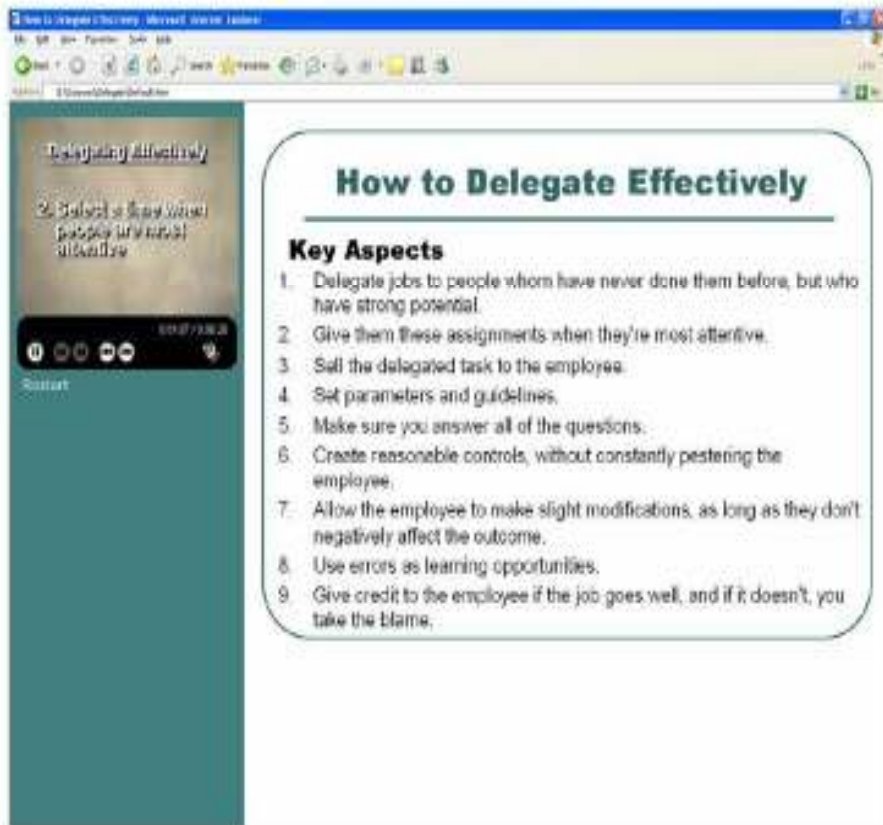
#### Key Aspects

1. Delegate jobs to people whom have never done them before, but who have strong potential
2. Give them these assignments when they're most attentive.
3. Sell the delegated task to the employee.
4. Set parameters and guidelines.
5. Make sure you answer all of the questions.
6. Create reasonable controls, without constantly pestering the employee.
7. Allow the employee to make slight modifications, as long as they don't negatively affect the outcome.
8. Use errors as learning opportunities.
9. Give credit to the employee if the job goes well, and if it doesn't, you take the blame.

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Below is another Slide of the same previous program.

### Screen Shot-3



The screenshot shows a web browser window with a video player on the left and a list of key aspects on the right. The video player has a title 'Delegating Effectively' and a subtitle '2. Select a few good people to trust and delegate'. The list of key aspects is titled 'How to Delegate Effectively' and contains 9 numbered items.

**Delegating Effectively**

2. Select a few good people to trust and delegate

**How to Delegate Effectively**

**Key Aspects**

1. Delegate jobs to people whom have never done them before, but who have strong potential.
2. Give them these assignments when they're most attentive.
3. Sell the delegated task to the employee.
4. Set parameters and guidelines.
5. Make sure you answer all of the questions.
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Here are some of our available programs applied according to the system "PWBTV".

How to get a commitment for action?

How to help people to be effective decision-makers

How to delegate with conflicting employees

How to give feedback

How to hire effective people

How to strengthen employees' interpersonal impact

How to run an effective meeting

How to sell effectively

How to help your people manage stress effectively

How to be an effective Time manager

How to be an effective motivator

How to deal with employees who are always late

How to deal with employee procrastination

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We will be more than happy to cooperate with YOU in this project hoping the bridges of cooperation to go stronger and stronger on the path of training, advancing, and developing our thinking towards a better future.

Please for any further details and information don't hesitate to contact us and it will be more than pleasure to provide the helping hands any time you want as we are always in your service.

**we hope that this step  
get the attention and  
admiration of those  
who seek true learning  
no matter how**



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