

HR TRANSMISSION



الشركة الكويتية للنفط الخليج (س.م.ك.)
KUWAIT GULF OIL COMPANY (K.S.C)

"Our way of staying in touch"

January 2019

2019

HAPPY NEW YEAR



Kuwait Gulf Oil Company, represented by the Human Resources Group, would like to congratulate **Dr. Khaled Ali Al-Fadhil** for his new role as Minister of Oil and Minister of Electricity and Water.



We also would like to congratulate **Mr. Hashim Sayed Hashim** for his new role as Chief Executive Officer of Kuwait Petroleum Corporation, wishing them both all the success in leading a very important sector in the State of Kuwait.

HSSE "Message"

Tips for avoiding electrical accidents:

- Before plugging in a device, examine both the device and its cord for damage. Look for loose corroded or bent plugs.
- Examine the cord for cracks or frayed insulation at the plug end.
- Look at the tool or appliance end, too. If a tool or cord becomes hot to the touch or sparks or shocks, repair or replace it, but don't attempt to repair broken cords or components by yourself.
- Never hold a tool or appliance by the cord—that invites damage—and remember to keep cords away from heat and water.
- Also, don't run cords under rugs—abrasion can damage them.
- When removing plugs from outlets, pull on the plug, not the cord.
- Don't tamper with plugs. Never break off the third (ground) prong to fit a plug into a two-plug outlet; instead, replace the outlet. If the third prong is removed, the equipment is no longer grounded.
- Don't overload circuits. Remember that extension cords are for temporary use only.
- When working outside don't forget to identify electrical sources over your head and below your feet. When using an extension ladder for instance, make sure to stay at least 10 feet away from overhead power lines.



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Coaching Techniques to Lead Your Team to Success:

1. Build genuine trust.

A good way to gain trust is to demonstrate that you are actively listening.

2. Demonstrate emotional intelligence.

You will also need to employ a high degree of emotional intelligence.

3. Motivate, don't de-motivate.

Learn to understand what truly motivates you team, then develop a strategy where you can incorporate their career drivers into the coaching plan.

4. Lead accountability.

Writing something down is significantly better remembered than computer or tablet input. Delegation isn't dumping. You as a coaching leader need to check progress.

5. Coach with passion.

Good coaches are genuinely passionate about their subject, and about helping others understand it.

6. Develop learning cycles.

If you're very experienced leader and already a coach, then you should know that learning is never ending process.

HR Coming-up:

Launching "Civilized at Work" Campaign

Personnel Administration & Industrial Relations Team and on behalf of the entire Human Resources Group is glad to announce the forthcoming "Civilized at Work" Campaign which will be targeted to all employees of HO & WJO. The campaign's objective is to introduce the definition of civilization as well as the

concept of "how to be civilized at work", how to reflect the features of the civilizational factors at work environment and to raise encouragement to become the ideal civilized employee. The campaign will also carries many other surprises, which will provide a kind of breaking the routine and enhancing the work environment.

Humor of the Month

Little Sam's kindergarten class was on a field trip to their local police station where they saw pictures tacked to a bulletin board of the 10 most wanted criminals. One of the youngsters pointed to a picture and asked if it really was the photo of a wanted person. 'Yes,' said the policeman. 'The detectives want very badly to capture him'. 'Little Sam asked,' Why didn't you keep him when you took his picture?'

