



HOW TO PROTECT YOURSELF FROM A DUSTY STORM :

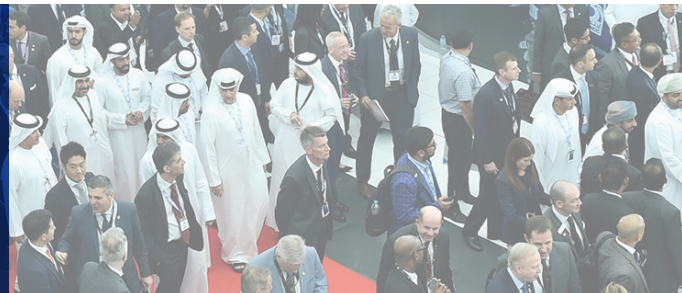
1. **Stay home and don't go out**, especially during high winds or low visibility when the dust levels are particularly harmful. Avoid outdoor exercise.
2. **Cover your nose and mouth**, with a mask or damp cloth to reduce inhalation of particles of dust if/when going out.
3. **Keep windows closed while driving**, use air conditioning instead of fresh air. If visibility is low, drive slower.
4. **Avoid rubbing your eyes**, in order to prevent eye infection, which is common during this season. Wear protective gear such as airtight goggles. If your eyes become irritated, rinse with water. Be especially careful if you wear contact lenses.
5. **Always carry a supply of water** to keep from being dehydrated.
6. Those with bad allergies should **start using antihistamines** during this season, even before the symptoms start. Infants, young children, pregnant women and the elderly should take especial care in dusty weather, adding that if someone experiences severe trouble breathing or starts coughing green sputum might have a lung infection and should immediately go to the Hospital.



أديبك ADIPEC

Abu Dhabi International Petroleum
Exhibition & Conference

11 - 14 November 2019



Each year, ADIPEC provides one of the most important platforms for the oil and gas industry to do business and exchange information, attracting energy ministers, global CEOs and leading decision makers across four days of business discussions and knowledge exchange.

Oil & Gas 4.0, a new agenda developed by both ADNOC and ADIPEC to navigate and embrace the opportunities enabled by the fourth industrial revolution, will see itself thoroughly embedded in the conference programmes at ADIPEC 2019.

From digital innovation and its transformative impact across the oil and gas value chain through to how the industry attracts new millennials, implements total management solutions and create new strategic partnerships, ADIPEC 2019 Conferences and Oil & Gas 4.0 will provide the fundamental knowledge blocks for a new era of oil & gas.

This year's ADIPEC will host series of exciting highlights where buyers meet suppliers, visitors will meet global trade professionals, delegates meet great industry leaders and exhibitors will meet prospect clients outside their margin.

ADIPEC represents a global opportunity to connect with over 2,200 exhibiting companies from 52 countries across the Globe showcasing the latest products, services & technologies to 145,000+ Attendees. ADIPEC brings together professionals with real buying power, in 2018 US\$17.99 billion of business was concluded onsite at the event. The oil and gas industry convenes in ADIPEC to not only decide on the future of the industry, but to purchase for now, meet with existing connections and make new ones for current business requirements.



How To Improve Communication At Work

- 1. Communicate face-to-face whenever possible:** How many times have you sent an email to a co-worker or superior that was misconstrued? Even if you had good intentions, electronic communication is often misinterpreted. To improve workplace communication, pick up the phone every once in a while, or pay a visit your co-worker when you have something important to say.
- 2. Provide clear information:** Plan your communication to ensure that you are passing along the correct information and the right amount so those you are communicating with understand what you are saying.
- 3. Combine verbal and nonverbal communication:** Be mindful that your verbal and nonverbal messages are in line. Positive nonverbal feedback, such as head-nodding when the other person is talking accompanied by open body posture help the conversation flow more smoothly.
- 4. Don't just hear – listen:** Most conflict is a result of poor listening. In order to share information with another person, you have to hear what is being communicated. Try to keep a mental checklist of all of the important points the person makes.
- 5. Ask questions:** Asking questions not only shows you were listening, but also confirms that you understood the other person. You can also use questions to gather additional information and help you understand the conversation.
- 6. Handle conflicts with diplomacy:** When handling a conflict, respond with an open-mind and refrain from personal attacks. Doing so can prevent unnecessary resentment and loss of productivity.
- 7. Refrain from gossip:** Gossiping gives people a negative impression of you and can cause problems down the line. You will earn the respect of your co-workers if you refrain from engaging in gossip and you will be viewed with more credibility.
- 8. Avoid being personal with your co-workers:** Aim to be friendly, yet professional. If you become too personal with co-workers, you'll risk the likelihood of being perceived as less credible when communicating about something important. Controlling your emotions is also very important.
- 9. Avoid discussing controversial topics:** Refrain from discussing politics or other controversial topics in the office to prevent offending anyone. While it's a great idea to talk to the people you work with and get to know them, it's best to avoid controversial subjects.
- 10. Offer positive feedback:** Providing positive feedback is a great way to improve workplace communication. It also helps people view you more favorably and encourages open communication.

Humor of the Month

An engineer, a mathematician and a lawyer were given the task of finding the height of tower (the quickest and first to get the correct Height wins a KD. 1000).

The engineer tried to remember things about differential pressures but resorted to rising the tower and lowering a string on a plumb bob until it touched the ground and then landed down and measured the length of the string.

The Mathematician laid out a reference line, measured the angle to the top of the tower from both ends and worked out the height by trigonometry.

However, the lawyer won the prize. He simply went inside the lobby and asked the security guard how high the tower is.

