

Pocket Guide to Internship in Tullow

Basic Company Profile

Every major journey should begin with the destination in mind. With that said, below are a few things that any Tullow employee should know before the journey starts.

Tullow Oil is a leading independent oil and gas production and exploration company and boasts a portfolio of over 85 licenses spanning 16 countries around the world. The company headquarters is located in London. There are offices in South Africa, Ireland, Kenya, Ghana and Uganda. Additionally, the company's shares are listed on the London, Irish and Ghana Stock Exchange. Key activities involve targeted exploration and appraisal as well as development projects and improving low-cost West Africa oil production.

In Ghana, Tullow has two major production fields, Jubilee and TEN fields, which were established and brought on stream in November 2010 and August 2016 respectively.

The company has a New Ventures Business Delivery Team which is responsible for enhancing its exploration portfolio through frontier exploration and appraisal activity across Africa and South America. Tullow continues to successfully replenish and high-grade its exploration portfolio. It holds the belief that the portfolio should give the Group significant low-cost opportunities for the future.

Vision, Strategy, and Core Values of the Company

Vision & Strategy

Tullow Ghana aims to be the most respected and valuable oil and gas company in Ghana by 2030. It aims to do so through operational excellence, field development & resource maturation, and new exploration & business development. These objectives serve as strategic pillars. To complement these pillars, there are strategic enablers. These are Environmental Health & Safety(EHS) Leadership, People Excellence, Stakeholder Management, and Business Process Excellence.

Tullow Group has a much larger 2030 vision. This is to be sustainable, progressive and the leading oil company in Africa.

Core Values

Tullow has four main values that every employee is expected to adhere to. These values are necessary for any employee that seeks to integrate himself/herself into the company's culture. Below are the core values of Tullow. They are on a need-to-know basis and you definitely need to know!

- **Act with integrity:** Tullow employees treat their colleagues and company stakeholders with respect at all times. This applies to every member of the Tullow family, regardless of position or status in the company. In addition, they are honest and transparent in their activities and reporting. Furthermore, employees adhere to the company's Code of Ethical Conduct and Standards.

- Work collaboratively: Tullow employees share ideas and opinions, and are not afraid to contribute their skills and talents for the benefit of the company. Building and maintaining positive work relationships is also key to succeeding here.
- Take initiative: Employees are ready and eager to take on new challenges and think creatively. Furthermore, we constructively challenge ourselves and our decision making in order to make the best possible decisions.
- Focus on Value: As employees, we take accountability for our actions, deliver our objectives and learn from our experiences. We set goals and manage our performance.

Time and Task Management (Managing your TNT)

Managing time and knowing what and when to prioritize certain tasks is a skill most people assume they have. However, when schedules get tighter and deadlines get shorter, they soon realise that they lack this crucial skill. Poor management of tasks and time could potentially lead to serious consequences. Procrastination or improper prioritization could result in tasks piling up until they eventually become overwhelming. Trying to manage such a disaster could be incredibly stressful and taxing. So much so that it could drive any employee to their break point or burst point. Thus, poor time and task management may lead to explosive outcomes. To avoid this, an employee must learn to properly manage their Time and Tasks(TNT). Below are a few useful tips to get you started on your journey to becoming an expert TNT manager.

- List all your tasks

You can write down or record the all the tasks you've been given in no particular order. This will help you come up with a To-Do List later on.
- Add due dates

Make sure to add the due dates of the tasks you've been assigned so that prioritization becomes easier and more efficient.
- Break big tasks into smaller more manageable ones

This is a crucial step for any TNT manager. Some tasks are very large and seemingly overwhelming. Fortunately, there is a neat trick to dealing with such tasks. You have to break the large tasks into smaller tasks. Working one small task after another would eventually result in the completion of the overall task. This method makes things significantly easier. If used correctly, you'll be beating big tasks down to size in no time.
- Prioritize for each day

It would be best to create a daily To-Do-List with tasks listed in order of priority or urgency. You can write these tasks down in a notebook, on your phone, or on your laptop. Use the platform you are most comfortable with.
- Set up reminders

Do not forget to set up reminders and notifications for due dates of tasks. This will help you keep track of and measure your progress.

Crucial Conversations

To begin with, there is no retaliation against anyone who speaks up in Tullow. All employees can speak up in good faith. As an intern, currently under the employment of Tullow, this includes you. Remember that the company cannot address your concerns if you do not make these concerns known. Do not think that you cannot speak up simply because your stay as an intern will be short. Actually, this should be a bigger reason to speak. Your stay is short so you can speak without the fear of long term consequences. Your contributions and opinions would not only improve your Tullow experience, but could potentially improve the experiences of other employees. However, please note that there is a time and place to share your thoughts. Not every situation requires your input. Furthermore, there are certain things that can be said and other things that should not be said. Rude and or spiteful remarks, that offer little or no value to a current situation, should be avoided. Below are a few tips to help you decide when to say what.

- **Your role in the company**
As an intern, you should speak up on issues that directly concern you and your department. Sharing your thoughts and criticisms on what happens in other departments may be inappropriate. Although there may be exceptions, doing this is usually uncalled for and unnecessary.
- **Your audience**
You should speak up to people that can give you feedback or have the authority to make change. Supervisors and line managers are prime examples of such people. Venting your issues to your co-workers about your grievances won't solve anything.
- **The time and place**
As you may already be aware of, there is indeed a time and place for everything. There are certain situations that warrant a certain level of input. For example, there are some things that would be inappropriate to bring up during a serious meeting with stakeholders or bosses. Also, there are some issues that affect other employees and should be discussed privately as opposed to bringing up said issues in a meeting. Doing the later could potentially embarrass the employee.

Turning Your Internship into a Full Time Job

After working as an intern in Tullow, you might be interested in working here full time. I would not blame you. It is a great place to work after all. For those of you interested in pursuing a career in Tullow, here are a few useful tips to help with that. Please note that using these tips **does not** guarantee full time employment in Tullow. However, they could go a long way in helping you secure a job in the company.

- **Making a Good Impression**
Do not be afraid to show what you've got! Making a good impression is an effective way to get yourself re-hired. Do your best to fit in with the company's culture and adhere to the rules, values, and Code of Ethics. Complete assigned tasks in a timely manner and remember to take initiative. Show your boss or supervisor that you have the skills to be a full-time employee.

➤ Strong Positive Work Relationships

Be sure to get a fair understanding of your supervisor's expectations and meet those expectations accordingly. Be transparent and honest with your supervisor and your colleagues. Don't be shy! Developing strong relationships at the workplace could be the crucial factor that gets you picked for the job over someone else.

➤ Seek Out Issues or Problems that the Company Has Not Identified or Addressed.

You should actively seek out issues in the company that you have the potential or ability to solve. Let your ideas or opinions on such matters be made known to your supervisor. You could potentially be making a difference. This would help you stand out and show off your problem-solving capabilities.

➤ Ask for More Work

Do not be afraid to get your hands dirty. There is almost always more work to be done in the office, so dig in. In case there is not any more work available, you can always be a team player by helping out your colleagues.

➤ Express Your interest in Working for the company

Tulloy is a great company and you need to show your love for it if you want to stay. Make known your desire to work full time. Let your supervisor know that you are interested. If you follow the previous tips before doing so, you will likely be contacted when a position becomes available.

Departments and Corresponding Locations

It is quite likely that it will take a while for new employees to adapt to, and have full mastery of, a new environment. Here is a list of the locations of each department in the Tulloy Building. Consider this our final gift to you.

Department	Floor
Human Resources	1
Facilities and Administration	1
Information Systems	1
Finance Department	2
Supply Chain Department	2
Operations Department	3
Projects & Engineering	3
BPPM	3
Environment Health & Safety	3
Subsurface	4
Exploration	4
Well Engineering	5
Logistics & Materials Department	5
Projects & Engineering	5
Legal & Compliance	6
External Affairs & Social Performance	6