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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Achieving Career Success Breakthrough Strategies for Workplace Excellence

Code	City	hotel	Start	End	price	Language - Hours
MT-415SA	Riyadh	Hotel Meeting Room	2027-02-14	2027-02-25	19450 SR	En - 50

The Course

Get ready to recharge yourself with new energy to propel your career, increase job satisfaction, and add greater value to your organization. This seminar will show you how. You will learn the combination of attributes and skills you need to accelerate your career positively and successfully along your professional path, now and into the future. Become a positive force for your organization, your customers, and your colleagues.

The Structure

Module 1 - Effective People Skills

Module 2 - Effective Personal Productivity

The Goals

In this program you will learn to:

- Take charge of your career and personal life for greater growth and satisfaction
- Develop winning relationships by building strong trust
- Communicate honestly, directly, and professionally in all areas
- Develop and access the vast resources of your creativity
- Develop emotional hardiness to face daily challenges effectively
- Be willing to take full responsibility for your life and your success
- Under Increase your personal productivity by working smarter, faster, and better

- Resolve conflict situations constructively by applying effective negotiation skills
- Understand the team concept, how to be a team player and promote teamwork
- Demonstrate initiative and leadership skills from your current position

The Process

The seminar uses the latest thinking in adult learning principles including experiential exercises, self-assessments, video dramatizations, skill practices, case studies, behavior modeling, and group discussion. The emphasis is on application rather than theory. It enables participants to learn new competencies and gives them the tools to apply them back home.

The Benefits

Skills for Building Career Success gives employees advanced competencies in four critical categories:

- Self management and personal effectiveness
- Interpersonal relationships, communication, and building trust
- Teamwork and collaboration
- Leading and accomplishing results through others

The Results

The most effective organizations invest in their people. They realize that skilled and motivated employees are intelligent and resourceful people who continually improve their value and contribution to the organization. The subject matter in this course is based on over 20 years of research into those skill sets that will have the greatest impact upon the performance of employees and, therefore, upon the future of their organizations.

The Programme Content

Module 1: Effective People Skills

Taking Charge of Your Career: The Journey Begins!

- Build your professional reputation and credibility
- Develop your unique value proposition and “brand”
- Add value to your organization by providing the results all employers seek
- Learning to learn: strategies for lifelong learning and development
- Finding coaches and mentors, and building your professional network
- Avoid the career killers – people, places and things
- Uncover and tap all the resources available for your career development
- Commit to becoming a high performer and reap the rewards of excellence

Building Winning Relationships: Trust and Collaboration

- Experience the consequences of win-lose and win-win strategies
- Learn how to achieve win-win relationships
- Understand what is meant by TRUST
- Know the difference between responsibility for and responsibility to another
- Learn a credo for your relationships
- Understand what you do that weakens others when you intend to help
- Learn the valuing process as a skill to strengthen others
- Employ RAM (Relationship Asset Management) strategies

Communication Skills for Today’s Professional: Your Message Power

- Why becoming a great communicator will empower you and boost your career
- Learn about people’s perceptions and viewpoints and how they differ
- Master the basics of face-to-face communication
- Learn to understand and improve your skill in listening

- The four styles of communication and how to employ them
- Make skillful presentations to one or many
- Learn to exchange helpful feedback
- The principles of positive Influence and persuasion

Creative Thinking and You: Key to Working Smart

- Opening your mind to clear and inspired thinking
- Developing a whole-picture perspective
- The II &T thinking steps
- Combining reasoning, emotion, and inspiration
- How to generate alternative ideas
- Tapping into your inner wisdom
- Evaluating alternatives on their merits
- The "Six Lens" approach for whole-brain optimization

Emotional Resilience: Handling Life’s Challenges

- Learn how you respond to challenging or upsetting events (key moments)
- Explore and understand the patterns in your responses to key moments
- Learn the process for exploring the consequences of your behavior
- Learn to choose positive behaviors and feelings during your key moments
- Identify and challenge the distortions in your interpretations
- Learn a method for changing weakening beliefs to empowering beliefs
- Learn and practice the principle of balance
- Meeting the challenge of change and stress

Module 2: Effective Personal Productivity

Personal Accountability: Taking Full Responsibility

- Learn the meaning and nature of personal responsibility
- Understand how you avoid taking responsibility for yourself

- Assess your willingness to accept personal responsibility
- Allow yourself to see the choices available in your life
- Claim “ownership” for the results of your life
- Understand the power and freedom that comes from accepting responsibility
- Understand the extend and limitation of your personal power

Personal Productivity: Demonstrating Value-Added

- Manage your time and priorities for results
- Setting goals beyond S.M.A.R.T.
- Project management skills for everyday task effectiveness
- Make meetings work better weather you lead or participate
- Understand the team concept and excel in teamwork
- Learn to make decisions and solve problems quickly
- Project management steps
- Tools

Conflict Resolution: The Road to Win-Win

- Define “unhealthy conflict” and how to keep from crossing into it
- Learn the five different conflict management styles
- Use a model to help you choose how to respond to potential conflict situations
- Assess which conflict styles you most often use
- Practice a three-step model for resolving conflict
- Decide to modify your conflict style and how to handle your current conflicts
- Learn the art of negotiation

Teamwork: A Blueprint for High Performance

- High Performance teams vs. traditional groups
- Define the three elements of High Performance teams
- Learn about the four types of teams
- Learn the different stages of team development

- Understand group dynamics
- Discover and optimize team member styles
- Become excellent at teamwork skills
- Learn how to promote teamwork

Taking the Initiative: Look for Leadership Opportunities

- Why organizations value employees that demonstrate initiative
- Lead from where you are in the organization
- Understand the principles of effective leadership
- Leadership behaviours that you can put to work immediately
- How and when to lead your colleague and superiors
- Learn how to lead projects teams
- Delegation skills for non-managers

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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