

Scandinavian Academy
Training Center

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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: The Security Officer Development

Code	City	hotel	Start	End	price	Language - Hours
SM-760SA	Jeddah	Hotel Meeting Room	2027-11-07	2027-11-18	19450 SR	En - 50

Introduction

Security Officers and Guards are professionals who work in a variety of organizations and with diverse groups of people. As such, they require the necessary skills and knowledge to enhance both personal and organizational performance. As quickly as the world and its continents change and develop, so do risks and threats of dealing with people of this world. Organizations can no longer view security departments and employees as lower-level functions. These departments and their employees need leadership and management skills which allow for alignment with the organizational vision, mission, and goals. To ensure staff in these departments function effectively within the realm of the larger organizational objectives, it is essential that security officers have skills to lead their staff and department teams and individual guards have the required skills and expertise to provide an effective response to implementing successful security.

To achieve a consistent level of best practice in leadership and management the security officer and guard needs to understand the requirements of the industry, their organization and department, their team and their security projects.

This comprehensive “The Security Officer Development” is designed to equip delegates with skill, knowledge and ability to perform their duties to international standards and current best practice in both leadership and management areas. This training course is an opportunity to develop leadership skills that will assist in working better together, learning to handle conflict situations, implementing time management techniques, and understanding the need to have an attitude that is accepting of change. The training course is structured to develop management skills in technical security areas of roles and functions, risk assessment, legislation, health/safety, incident control and crisis

management. This highly interactive and hands-on training course is designed to empower participants to have an opportunity to learn, understand and practice techniques that make security work more efficient and effective, therefore creating conditions for productivity.

This training course will feature:

- Health and safety awareness
- Change management
- Specialist security knowledge and awareness
- Preparation, planning and risk assessment
- Log keeping, post incident reporting, problem solving and analytical thinking
- Conflict management and techniques for diffusing aggressive situations
- Effective communication and methods for team cooperation
- Project and performance management
- Human interaction and communication
- Personal organization and time management
- Diversity understanding

What are the goals?

- Identify best management practice and effective policy implementation on leading security officer principles
- Effectively operate and interact with a security function
- Identify communication strategies to build more productive communications
- Learn how to create rapport, build trust and establish credibility in a work group
- Understand the roles of Security Officer
- Understand that communication is vital to successful, productive work groups
- Identify and understand personality styles of colleagues and others in the workplace
- Know how to effectively diffuse and deal with conflict
- Run a pro – active professional security team in a multicultural environment
- Understand the legal and moral considerations on security

- Use techniques to assist others in change that impacts security coordination
- Build positive interpersonal techniques in team relationships
- Use techniques of effective and efficient time management
- Recognize the need and value of diversity among members of a work group
- Use techniques to assist in conflict problem resolution
- Recognize the most typical symptoms of tension in oneself
- Use personal change strategies to ease tension in work groups

Who is this training course for?

- Security supervisors / officers
- Facility supervisors / officers
- HR and administrative supervisors responsible for security
- Health and Safety / Fire personnel

Course Outline

Day One: Our Changing World of Security Work:

- Introductions
- Goals and objectives of the seminar
- Challenges facing today’s security workforce
- Reasons and conditions for changing our focus on security work
- How changes in our lives may exist relative to these challenges
- Different approaches to work and the types of work

Day Two: Time Management in Security Work:

- Factors which contribute to time management problems
- Time management issues
- Identifying the way our approach to work affects the way we work
- Suggestions for techniques which will help us manage our time

- Several common time wasters
- Proper delegation techniques

Day Three: Positive Interpersonal Interaction Improves Security Work

Productivity:

- Identification of interpersonal interaction methods
- Effective listening leads to sensitivity and trust
- Successful interpersonal interaction develops trust
- Identification of the personal interaction style
- Individual strengths and challenges of each interaction style
- Identifying interpersonal communication security team types
- How we work best with diverse styles

Day Four: Interpersonal Interaction and Communications in Security Work:

- Communication techniques of verbal, non-verbal and written
- Methods of communication lead to more productive work and minimize stress
- Communication and interaction openness develops trust
- Understanding another’s type of interaction takes active listening
- Interpersonal interaction preferences differ
- Importance and techniques of active listening
- Building and maintaining trust is vital for success

Day Five: Dealing with Stress, Conflict and Change:

- What is stress and how can we deal with it better
- What are typical stressors in security roles
- Recognizing stress and physical reactions to stress
- Techniques to identify and resolve personal conflict
- Recognizing response to and perceptions of change
- Analyzing and preparing for the human reaction to change

Day Six: Introduction to Security:

- Define the key purpose of security
- The main objectives of a security officer
- Qualities of a security officer
- Assignment instructions
- Control rooms
- Confidentiality
- Different types of patrols
- Perimeter security and access control
- Security lighting

Day Seven: Threats to Assets:

- Understanding loss
- Key point identification
- Key point identification (Case study)
- Risk analysis
- Risk analysis (Case study)
- Security survey (Theory)
- Security survey (Practical)

Day Eight: Special Risks:

- Understanding terrorism
- Weapons and explosives recognition
- Conditions in place before searching
- Different types of search (Theory)
- Different types of search (Practical)
- Actions on a find
- Evacuation planning
- Threat warning reports

Day Nine: Control and Restraint :

- Legal considerations
- Impact factors
- Reasonable response options
- Profiled offender behaviour
- Identification of warning signs
- Identification of danger signs
- Striking techniques
- Primary target area
- Secondary target area
- Final target area
- Use of force report writing
- Positional asphyxia

Day Ten: Fire Prevention:

- The nature of fire (Video)
- Three elements of fire
- Classifications of fire
- Fire extinguishers
- Fire risk assessment
- Fire risk assessment (Practical)

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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