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# Course: Leading with Excellence

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| MT-417SA | Jeddah | Hotel Meeting Room | 2027-09-19 | 2027-09-30 | 19450 SR | En - 50 |

## Overview

## The Course

The environment of current competitive business requires an increased focus on skills in negotiating and communication for building alliances, and new processes such as planning and organizing work tasks to improve productivity. Additional skills such as delegating to empower staff to higher performance, and change management also help today’s modern leader create success.

Negotiation is inevitably at the heart of every process to achieve what you want or need to build an alliance, or work with consultants or suppliers. At the end of each negotiation, the goal is to seek a win-win agreement. Negotiation, Persuasion and Critical Thinking are the skills covered in module one of this programme.

Businesses and indeed, all organizations, find themselves needing more productive methods of planning, more appropriate goals and effective means of accomplishing work. A focus on using productive best practices allows for effective and efficient management of work and making changes in the organization. Planning and Organizing work, and Delegating to build a strong team are the skills learned in module 2 of this programme.

## The Structure

Module 1 - Effective Negotiation, Persuasion & Critical Thinking

Module 2 - Successful Planning, Organising & Delegating

## The Goals

- Recognise aims for key alliances – how to develop and manage them
- Develop an effective plan and strategy for negotiations with allies
- Practice and develop skills for influencing others – especially those who are vital to your long-term business development strategy
- Gain confidence as a trusted negotiator who knows which behaviours to adopt for each stage of the negotiation
- Successfully apply the principles of persuasion to key negotiation situations
- Recognize internal and external influences on our daily planning
- Understand and develop skills necessary to complete work on time
- Learn how to organize work and projects to complete them successfully
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships
- Practice and develop skills for influencing others
- Gain confidence as a negotiator
- Know what behavior to adapt at each stage of the negotiation
- Recognize and counter the most common negotiating ploys

## The Process

The seminar will combine presentations with interactive practical exercises, supported by activities and case studies. Delegates will be encouraged to participate actively in relating creative leadership strategies to the particular needs of their workplace.

It is an interactive mixture of lecture, discussion, activities and practice on several management skills. It provides definitions, examples, discussion and activities designed to promote skill building with interaction and discussion among participants. Activities and work on practice case studies are used to deliberately highlight the concepts taught and allow participants to practice new skills.

## The Results

- Build and maintain effective and efficient procedures in the organization
- Complete work on time, on budget and exceeding customer expectations
- Develop skills in managers which will raise the capability, skill and morale of colleagues
- Improved preparedness to deal with work task contingencies
- Establish organizational and personal planning capabilities
- Improved performance in personal and team organization
- Improve individual and team performance by establishing productive, effective and efficient management procedures
- Learn to develop effective work and project plans for individuals and teams
- Learn management techniques to plan and organize work
- Develop skills in interpersonal interaction to better team work
- Acquire useful planning, organization and delegation management skills
- Adds personal value and competency to an organization

## The Core Competencies

**Participants will develop the following competencies:**

- Discover how to effectively persuade and influence others
- Utilize various communication skills to send convincing messages
- Be more knowledgeable of others communication styles
- Critical thinking to identify key objectives and results desired from the negotiation process
- Project and performance management
- Planning management
- Personal Organization
- Delegation skills

## The Programme Content

**Module 1: Effective Negotiation, Persuasion & Critical Thinking**

## Developing Alliances

- Characteristics of a strategic alliance – effects of market dominance
- Culture and perception – and effects in building alliances
- Building trust through communication and achieving results for the alliance (bearing in mind its “life cycle”)
- Personality - strengths & weaknesses in negotiations
- Minimising communication blockers to maintain relationships
- Development review and action planning

## Influence & persuasion skills in managing the alliance

- Challenges of meetings – group and individual strategies
- Positive influence of listening in challenging situations - good and bad news!
- Applying rules of influential presentations to maximize impact
- Maintaining compatible body language & using logic, credibility and passion
- Feedback and action planning

## Strategy in negotiation skills for partners and allies

- Steps in win/win negotiation
- The keys to collaborative bargaining in partnering
- Leverage: What it is and how to use it
- Negotiation tactics and ploys
- Dealing with difficult negotiators and barriers
- Ethics in negotiation

## Higher level negotiation skills for challenging situations

- Listening and responding to signals and informal information
- Recovering from reversals, errors and challenges
- Developing a climate of trust
- Higher level conversation techniques

- Concentrating action on the needs of alliance partners

**Maintaining alliances: critical thinking for decision making**

- Gaining control and using information – formal and informal
- Identifying sources and testing assumptions
- Framing the problem
- Decision making under pressure
- Reviewing strategic alliances and building personal action

**Module 2: Successful Planning, Organising & Delegating**

**Creating an Attitude to Change How We Plan and Organize Work**

- Course purpose, goals and objectives
- New systems & strategic thinking
- Overview and context of organizational change and the impact on planning and organization
- Identifying a standard of excellence in the organization, team and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and get projects started

**Importance of Planning Management**

- Integrating goals, scope, work structure and management planning
- Identifying initial resource requirements
- Identifying risk techniques that affect work assignments, priorities and deadlines
- Communication that responds to who, what where, when, how, why
- Understanding the importance of quality planning in work assignments

**Delegation, Personal Organization and Setting Priorities**

- Understanding how people approach their work
- Planning for time management, scheduling and meeting deadlines
- Using proper delegation skills to empower staff
- Improving prioritizing of work and work tasks
- Planning for delegation responsibility and authority

## Planning Effectively with Your Team

- Identifying skills required to obtain the help of others
- The importance of group skills to achieve team success
- The importance of interpersonal skills in making personal and team decisions
- Empowering the team through the development of interpersonal skills
- The importance of versatility in team relations

## Developing Personal and Team Change Plans

- Innovation and improvement for personal and team change
- Identification of change processes and human change
- Techniques to set personal and team change goals
- Dealing with people who do not want change
- Developing an action plan for personal and team change

**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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