

COURSE OVERVIEW SS0743
Certified Leadership

Course Title

Certified Leadership

Course Date/Venue

November 17-21, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

Course Reference

SS0743

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.



This course is designed to provide participants with a detailed and up-to-date overview of Leadership. It covers the foundational principles of leadership, core concepts and historical perspectives; the different leadership styles, approaches and their impact; the self-assessment and personal leadership qualities; the individual strengths and areas for development; the vision and goal setting and the importance of having a clear vision; the empathy in leadership, its role and significance; the leadership techniques for leading in changing environments; the emotional intelligence in leadership, building relationships and recognizing emotions; and the effective communication skills, enhancing listening, speaking and feedback techniques.



Further, the course will also discuss the strategic thinking, planning and developing long-term strategies; empowering and motivating others and techniques for inspiring team members; the resilience and flexibility in leadership and adapting to challenges and uncertainties; the proper strategies on negotiation skills for leaders; the conflict resolution techniques, identifying and managing conflicts effectively; the inclusive leadership and leveraging diversity; and building and leading effective teams.

During this interactive course, participants will learn the ethical leadership and decision making through balancing moral and practical considerations; the creative problem-solving and encouraging innovative thinking in teams; the decision-making processes and analyzing and improving decision-making skills; influencing and persuasion skills and techniques for effective influence; the change management and leading organizational change; the risk management in leadership and identifying and mitigating risks; building trust and credibility and the foundation of influential leadership; the feedback mechanisms by giving and receiving constructive feedback; developing a personal leadership plan and setting goals and action plans for continuing development; the professional relationships through networking and mentorship in leadership; and the leadership and organizational culture, shaping and influencing workplace culture.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain proper techniques, styles and approaches on leadership
- Recognize the foundational principles of leadership and explore core concepts and historical perspectives
- Employ different leadership styles and approaches and review their impact
- Carryout self-assessment and personal leadership qualities as well as identify individual strengths and areas for development
- Apply vision and goal setting and recognize the importance of having a clear vision
- Develop empathy in leadership and identify its role and significance
- Adapt leadership techniques for leading in changing environments
- Manage emotional intelligence in leadership as well as build relationships and recognize emotions
- Develop effective communication skills and enhance listening, speaking and feedback techniques
- Carryout strategic thinking and planning and develop long-term strategies
- Empower and motivate others and apply techniques for inspiring team members
- Apply resilience and flexibility in leadership and adapt to challenges and uncertainties
- Carryout proper strategies on negotiation skills for leaders
- Apply conflict resolution techniques and identify and manage conflicts effectively
- Explain inclusive leadership and leverage diversity as well as build and lead effective teams
- Carryout ethical leadership and decision making through balancing moral and practical considerations
- Enhance creative problem-solving and encourage innovative thinking in teams
- Determine decision-making processes as well as analyze and improve decision-making skills

- Develop influencing and persuasion skills and apply techniques for effective influence
- Implement change management and lead organizational change
- Explain risk management in leadership and identify and mitigate risks
- Build trust and credibility and identify the foundation of influential leadership
- Discuss feedback mechanisms by giving and receiving constructive feedback
- Develop a personal leadership plan as well as set goals and action plans for continuing development
- Build professional relationships through networking and mentorship in leadership
- Recognize leadership and organizational culture as well as shape and influence workplace culture

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course is specifically designed to enhance the leadership skills of both technical and non-technical personnel such as managers, superintendents, engineers, head of departments, officers, team leaders and unit supervisors who have to demonstrate, and/or coach others in leadership skills. The course will be additionally of value to staff in support or advisory functions such as strategy formation, policy development, organizational development, human resource development, audit, welfare and projects.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 7,000 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan,**

Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdU, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:-

Day 1: Sunday, 17th of November 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Leadership: Overview and Course Objectives
0930 – 0945	Break
0945 – 1030	Foundational Principles of Leadership: Exploring Core Concepts and Historical Perspectives
1030 – 1115	Leadership Styles & Approaches: Understanding Different Styles and their Impact
1115 – 1230	Self-Assessment & Personal Leadership Qualities: Identifying Individual Strengths and Areas for Development
1230 – 1245	Break
1245 – 1330	Vision & Goal Setting: The Importance of Having a Clear Vision
1330 – 1420	Introduction to Empathy in Leadership: Understanding its Role and Significance
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 18th of November 2024

0730 – 0930	Adaptive Leadership: Techniques for Leading in Changing Environments
0930 – 0945	Break
0945 – 1030	Emotional Intelligence in Leadership: Building Relationships and Understanding Emotions
1030 – 1115	Effective Communication Skills: Enhancing Listening, Speaking and Feedback Techniques
1115 – 1230	Strategic Thinking & Planning: Developing Long-Term Strategies
1230 – 1245	Break
1245 – 1330	Empowering & Motivating Others: Techniques for Inspiring Team Members
1330 – 1420	Resilience & Flexibility in Leadership: Adapting to Challenges and Uncertainties
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 19th of November 2024

0730 – 0930	Negotiation Skills for Leaders: Strategies and Practical Exercises
0930 – 0945	Break
0945 – 1030	Conflict Resolution Techniques: Identifying and Managing Conflicts Effectively
1030 – 1115	Inclusive Leadership: Understanding and Leveraging Diversity
1115 – 1230	Team Dynamics & Leadership: Building and Leading Effective Teams

1230 – 1245	Break
1245 – 1330	Ethical Leadership & Decision Making: Balancing Moral and Practical Considerations
1330 – 1420	Creative Problem-Solving: Encouraging Innovative Thinking in Teams
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 20th of November 2024

0730 – 0930	Decision-Making Processes: Analyzing and Improving Decision-Making Skills
0930 – 0945	Break
0945 – 1030	Influencing & Persuasion Skills: Techniques for Effective Influence
1030 – 1115	Change Management: Leading Organizational Change
1115 – 1230	Risk Management in Leadership: Identifying and Mitigating Risks
1230 – 1245	Break
1245 – 1330	Building Trust & Credibility: The Foundation of Influential Leadership
1330 – 1420	Feedback Mechanisms: Giving and Receiving Constructive Feedback
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 5: Thursday, 21st of November 2024

0730 – 0930	Case Studies in Leadership: Real-world Examples and Lessons Learned
0930 – 0945	Break
0945 – 1030	Leadership Challenges & Scenarios: Interactive Problem-Solving Sessions
1030 – 1115	Developing a Personal Leadership Plan: Setting Goals and Action Plans for Continuing Development
1115 – 1230	Networking & Mentorship in Leadership: Building Professional Relationships
1230 – 1245	Break
1245 – 1345	Leadership & Organizational Culture: Shaping and Influencing Workplace Culture
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org