



SS227: Relationship Etiquette with Balance (Arabic)

Training Description:

This Relationship Etiquette with Balance training goes beyond simply memorizing manners. It equips you with the skills to navigate interactions in a respectful and culturally aware way, fostering trust and building positive connections. This is crucial because strong relationships are the bedrock of a fulfilling life. They provide emotional support, open doors to opportunities, and contribute to a sense of belonging. In the workplace, effective relationship etiquette can lead to smoother collaboration, increased productivity, and a happier work environment. By mastering the art of balanced communication, you can minimize misunderstandings, navigate conflict constructively, and ultimately build stronger bonds with colleagues, clients, and superiors.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the importance of etiquette and its role in fostering respectful and positive relationships
- ✓ Develop effective communication skills, including active listening, empathy, and assertive expression
- ✓ Establish and maintain healthy boundaries in personal and professional interactions
- ✓ Learn to navigate conflict constructively and resolve disagreements effectively
- ✓ Identify and manage different personality types and communication styles
- ✓ Prioritize self-care and emotional well-being to maintain balance in relationships.
- ✓ Explore healthy relationship dynamics in various contexts (romantic, family, friends, colleagues)
- ✓ Discover tools and techniques for building trust, understanding, and mutual respect
- ✓ Enhance your emotional intelligence and build stronger social connections

Training Designed for:

This course is intended for Individuals seeking to improve communication and interaction skills in various relationships. People navigating personal or professional relationships at crossroads or facing challenges. Anyone interested in cultivating healthier, more fulfilling connections with others.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ **Module 1: Foundations of Relationship Etiquette:**
 - Defining etiquette and its principles in various interactions
 - Importance of respect, consideration, and positive communication
 - Non-verbal communication and body language impact on relationships

- Cultural differences and sensitivity in relationship etiquette
- ❖ **Module 2: Communication and Emotional Intelligence:**
 - Developing active listening skills and empathetic communication
 - Effective self-expression and assertive communication techniques
 - Recognizing and managing difficult emotions in interactions
 - Building trust and understanding through open and honest communication
- ❖ **Module 3: Setting and Maintaining Boundaries:**
 - Identifying personal and professional boundaries in various relationships
 - Communicating boundaries clearly and effectively
 - Saying no respectfully and avoiding people-pleasing tendencies
 - Setting healthy boundaries for technology and digital interactions
- ❖ **Module 4: Conflict Resolution and Negotiation:**
 - Understanding different conflict styles and their impact on relationships
 - Effective conflict resolution strategies and communication models
 - De-escalating communication and collaborative problem-solving techniques
 - Negotiating win-win outcomes and finding common ground
- ❖ **Module 5: Managing Different Personalities and Communication Styles:**
 - Identifying key personality types and their communication preferences
 - Adapting communication approach to different personalities and styles
 - Building rapport and understanding with diverse individuals
 - Avoiding stereotyping and promoting inclusivity in interactions
- ❖ **Module 6: Prioritizing Self-Care and Emotional Balance:**
 - Recognizing the importance of self-care for healthy relationships
 - Balancing relationship needs with personal needs and boundaries
 - Managing stress and emotional well-being to avoid burnout
 - Setting healthy boundaries with technology and social media
- ❖ **Module 7: Relationship Dynamics in Different Contexts:**
 - Exploring healthy dynamics in romantic, family, and friend relationships
 - Effective communication and conflict resolution strategies in each context
 - Setting boundaries and maintaining balance in personal and professional interactions
 - Building supportive and fulfilling connections across different spheres of life
- ❖ **Module 8: Cultivating a Positive Relationship Mindset:**
 - Developing a growth mindset and embracing positive communication
 - Fostering forgiveness and understanding in relationships
 - Appreciating differences and promoting empathy and compassion
 - Building self-confidence and assertiveness in interactions
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Methodology:

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

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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