

SS161:

Leading with Excellence:

Successful Models for Planning, Executing & Building Partnerships

Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com

Training Description:

Today's competitive business environment demands that we have excellent skills in negotiating and communicating to build alliances. We also need to be able to plan more and organize work effectively to ensure high levels of productivity. This intensive training course ensures that the participants will be effectively equipped with techniques and skills to be able to perform well in these areas. It is an enjoyable, exciting and dynamic training filled with case studies, discussions, exercises and practical work.

Training Objectives:

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

- ✓ Develop an effective plan and strategy for establishing alliances
- ✓ Gain confidence as negotiator who knows which behaviours to adopt for each stage of the negotiation
- ✓ Recognize and counter the most common negotiating ploys
- ✓ Practice and develop skills for influencing others - especially those who are vital to your long-term business development strategy
- ✓ 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

Training Designed for:

This course is intended for those who want to become more effective in planning and negotiating alliances, managers who are being prepared for promotion or higher levels of responsibility, those who may be considering new projects or additional assignments, managers who are looking to refresh their skills when working with others and leaders who need to communicate vision more effectively for better results.

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:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ Understanding the Importance of and How to Negotiate to Form Business Alliances
- ❖ Influencing and Persuasion Skills in Achieving Negotiated Outcomes
- ❖ Negotiation Strategy of Partners and Allies

- Higher Level Negotiation Skills for Challenging Situations
- Maintaining Alliances: Critical Thinking and Decision-Making
- Planning and Organizing Work
- Managing the Planning Process and Applying Planning Tools
- Delegation, Personal Organization and Priority Setting
- Planning and Implementing Team Work Effectively
- Planning for Change, Personally and Within Teams
- Course Conclusion
- POST-TEST and EVALUATION

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 Certificate(s):

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

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:
Aisha Relativo - Training & Career Development Manager
aisha@cmc-me.com / training@cmc-me.com
Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615