



TM349: Unleash Potential: Empowering for Personal & Team Success

Training Description:

Unleash Potential: Empowering for Personal & Team Success is an engaging and practical training program designed to help participants maximize their personal effectiveness while contributing to high-performing teams. The training course focuses on developing self-awareness, emotional intelligence, growth mindset, communication, collaboration, resilience, accountability and leadership behaviors that drive individual excellence and organizational success. Through interactive workshops, assessments, case studies and action planning, participants gain practical tools to unlock their full potential and positively influence team performance.

Training Objectives:

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

- ✓ Understand personal strengths, values, and behavioral preferences
- ✓ Develop a growth mindset for continuous learning and improvement
- ✓ Increase emotional intelligence and self-awareness
- ✓ Improve communication and interpersonal effectiveness
- ✓ Build trust and collaboration within teams
- ✓ Strengthen problem-solving and decision-making skills
- ✓ Manage stress, change and workplace challenges positively
- ✓ Enhance motivation, accountability and ownership
- ✓ Improve productivity and performance
- ✓ Create a personal development roadmap aligned with organizational goals

Training Designed for:

This training course is intended for Supervisors, Team Leaders, Engineers, Managers, HR Professionals, Project Teams, Administrative Professionals, Technical Specialists, Customer Service Personnel, Future Leaders and Employees at all organizational levels seeking personal and professional growth.

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:

DAY ONE:

DISCOVERING YOUR POTENTIAL

- ❖ **Module 1: Understanding Human Potential**
 - What is personal potential?
 - Characteristics of high performers
 - Success habits
 - Limiting beliefs vs empowering beliefs

❖ **Module 2: Self-Awareness**

- Personality styles
- Identifying strengths and weaknesses
- Personal values
- Discovering purpose and motivation

❖ **Module 3: Developing a Growth Mindset**

- Fixed vs growth mindset
- Building confidence
- Learning agility
- Continuous improvement mindset

❖ **Practical Workshop:**

- Personal strengths assessment
- Individual development profile
- Reflection exercises

DAY TWO:

EMOTIONAL INTELLIGENCE AND PERSONAL EFFECTIVENESS

❖ **Module 4: Emotional Intelligence (EQ)**

- Self-awareness
- Self-management
- Social awareness
- Relationship management

❖ **Module 5: Managing Emotions**

- Emotional triggers
- Emotional resilience
- Positive thinking
- Stress management

❖ **Module 6: Personal Effectiveness**

- Time management
- Prioritization
- Goal setting
- Productivity techniques

❖ **Practical Workshop:**

- EQ assessment
- SMART goal development
- Personal productivity planning

DAY THREE:

COMMUNICATION AND TEAM SUCCESS

❖ **Module 7: Effective Communication**

- Active listening
- Powerful questioning
- Giving and receiving feedback
- Non-verbal communication

❖ **Module 8: Building High-Performing Teams**

- Team dynamics
- Trust building

- Team roles
- Psychological safety
- ❖ **Module 9: Collaboration Skills**
 - Conflict management
 - Influencing without authority
 - Cross-functional teamwork
 - Inclusive collaboration
- ❖ **Practical Workshop:**
 - Team-building simulations
 - Communication role plays
 - Conflict resolution exercises

DAY FOUR:

PERFORMANCE, INNOVATION AND ACCOUNTABILITY

- ❖ **Module 10: High Performance Habits**
 - Personal accountability
 - Ownership mindset
 - Discipline
 - Professional ethics
- ❖ **Module 11: Creative Thinking**
 - Innovation mindset
 - Problem-solving models
 - Critical thinking
 - Decision-making tools
- ❖ **Module 12: Adapting to Change**
 - Change resilience
 - Managing uncertainty
 - Agility
 - Continuous learning
- ❖ **Practical Workshop:**
 - Innovation challenge
 - Problem-solving case study
 - Decision-making exercises

DAY FIVE:

SUSTAINING SUCCESS AND FUTURE GROWTH

- ❖ **Module 13: Leadership from Any Position**
 - Personal leadership
 - Influencing others
 - Coaching mindset
 - Empowering colleagues
- ❖ **Module 14: Personal Development Planning**
 - Competency gap analysis
 - Career planning
 - Learning roadmap
 - Building success habits
- ❖ **Module 15: Action Planning**

- Creating measurable development goals
- Commitment planning
- Performance improvement strategy
- Maintaining momentum after training
- ❖ **Final Workshop:**
 - Individual presentation of action plans
 - Team commitment exercise
 - Peer coaching session
- ❖ Course Conclusion
- ❖ Post Assessment and Evaluation

Practical Activities:

- Personal strengths and personality assessments
- Emotional intelligence self-assessment
- Team collaboration simulations
- Communication role plays
- Conflict resolution scenarios
- Innovation and problem-solving workshops
- Leadership simulations
- Reflection journals
- Personal development planning
- Peer coaching exercises

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:

USD\$ TBA - 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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