



COURSE OVERVIEW SS0811-3D Personal Effectiveness & Influencing Skills

Course Title

Personal Effectiveness & Influencing Skills

Course Date/Venue

Session 1: August 02-04, 2026/Tamra Meeting Room,
Al Bandar Rotana Creek, Dubai, UAE

Session 2: November 01-03, 2026/Sur Meeting
Room, Royal Tulip Muscat, Muscat,
Oman

Course Reference

SS0811-3D

Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



70% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.

Everyday internally and externally and at every level, people are called upon to utilize their powers of persuasion, empowering and influence. But you'd be surprised how honing such important skills is overlooked, at a real cost to the organization.



Being technically good at your job isn't enough today – strong people skills are also essential. You must be able to communicate, influence and motivate your colleagues and clients to enhance relationships and improve business. Being able to connect with people and win their trust is vital. Many people, however, are left to acquire these skills through a process of trial and error.



This course is designed to provide participants with a detailed and up-to-date overview of empowering and influencing others. It covers the convincing and influencing styles and successful influencing-the components; and how to communicate influentially, present ideas with impact, connect with people and find out what others want.





During this interactive course, participants will learn to apply behavioral flexibility, personal styles, assertive, confidence and impact; develop and maintain rapport, turn into others' philosophy, voice and language; make an impact in meetings; and employ influencing, persuading, convincing and influencing back in the work place.

Course Objectives/Outcomes & Benefits for the Participants

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

- Apply and gain a good working knowledge on empowering and influencing others
- Carryout convincing, empowering and influencing styles and identify the components of successful influencing
- Communicate influentially, present ideas with impact, connect with people and find out what others want
- Apply behavioral flexibility, personal styles, assertive, confidence and impact
- Develop and maintain rapport, turn into others' philosophy, voice and language
- Make an impact in meetings and employ influencing, persuading, convincing and influencing back in the work place

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 provides an overview of all significant aspects and considerations of empowering and influencing others for all employees.

Training Methodology

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

30% Theory

70% Practical Exercises, Case Studies, Engaging Slides/Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities, Ice Breaking Activities, Group Activities and E-learning associated with the course topic is preferred

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

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.






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

Haward’s certificates are accredited by the following international accreditation organizations: -

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

-  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 **1.8 CEUs** (Continuing Education Units) or **18 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.

Accommodation

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





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. Joe Nel, PE, PhD, MSc, MBA, BSc, PMI-PMP is a **Senior Finance & Management Consultant** with extensive experience within the **Oil, Gas and Petrochemical** industries. His expertise includes **Budget Monitoring & Cost Control, Finance Analysis, Advanced Budgeting & Forecasting** for Non-Finance Professionals, Mastering the **Financial Skills, Budgeting and Costing** for Decision Making, Effective **Budgeting, Cost Control & Analysis, Advanced Business and Financial Reporting, Budgeting**

for CAPEX, Cost Management for **Budgeting** Purposes, **Project Planning, Project & Construction Management, Quality Management, Transportation Management, Root Cause Analysis, Supply Chain Management, Effective Contract Management, Supervisory & Management Skills, Negotiation & Presentation Skills, Coaching & Mentoring and Strategic Decision Making, Communication Skills, Ethics & Business Etiquette, HR Metrics, Document & Records Management, Budgeting & Cost Control, Leadership Skills, Materials Management, Project Management, Contract Management, Asset Management, Procurement & Purchasing Management, Warehousing, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management.** Moreover, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant & Trainer of Project Management Solutions** wherein he is responsible of the project management systems and processes.

During Dr. Nel’s career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer and Site Engineer.**

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD in Industrial Engineering, Master** degrees in **Civil Engineering** and **Business Administration (MBA)** and a **Bachelor** degree in **Civil Engineering** from the **University of Stellenbosch**. Further, he is an active member of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations** and **Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.





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

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	<i>Convincing, Empowering & Influencing Styles & Successful Influencing - The Components</i>
0930 – 0945	<i>Break</i>
0945 - 1100	<i>Communicating Influentially</i>
1100 - 1230	<i>Presenting Ideas with Impact</i>
1230 – 1245	<i>Break</i>
1245 - 1420	<i>Connecting with People</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 - 0930	<i>Finding Out What Others Want</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Behavioral Flexibility & Personal Style</i>
1100 - 1230	<i>Assertive, Confidence & Impact</i>
1230 – 1245	<i>Break</i>
1245 - 1420	<i>Developing & Maintaining Rapport</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 - 0930	<i>Turning Into Others' Philosophy, Voice & Language</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Making an Impact in Meetings</i>
1100 - 1230	<i>Influencing & Persuading</i>
1230 – 1245	<i>Break</i>
1245 - 1345	<i>Convincing, Empowering & Influencing Back in The Work Place</i>
1345 - 1400	<i>Course Conclusion</i>
1400 – 1415	POST TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>



Practical Sessions

70% of this highly-interactive course is practical sessions. Theory learnt (30%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

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