

COURSE OVERVIEW SS0946(OX1)-3D
Personal Effectiveness

Course Title

Personal Effectiveness

Course Date/Venue

Session 1: August 30-September 01, 2026/Sur Meeting Room, Royal Tulip Muscat, Muscat, Oman

Session 2: December 27-29, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE



Course Reference

SS0946(OX1)-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.



Organizations are complex networks of human interaction and at the end it is always people that make things work. If they are willing to cooperate, a system will change and thrive. If they are not, it will die. We all have seen organizations fail because the human aspects of the system were not addressed. So, while it is necessary to understand the business processes and technology of our organizations, it is not enough. We have to understand ourselves as well. How we think, feel, and act? What puts us off, and what makes us go? and most of all, how we communicate and convey meaning?



Of all the challenges faced by organizations today, the enhancement of personal and team effectiveness process ranks as one of the biggest and most critical. With organizations increasingly dependent on high-performance teams for virtually every imaginable activity, teamwork has become a major business strategy and getting teams to work an absolute necessity. This interactive course is designed to give participants a lasting capability to work together in powerful and productive teams. New Leadership and team skills are practiced in faithfully simulated team learning environments in order to enhance personal and team effectiveness.

Going far beyond the basics, this course addresses the system forces that typically act to either enhance or dissolve partnering and teamwork. The course uses the talent, wisdom, logic and existing thought patterns of the delegates to forge an improved conceptual model of the organization, from that which exists at the start of the team building process.

The course will discuss how to improve self awareness and personal effectiveness including the best understanding of others' behaviors and preferences. It will teach participants the correct process needed to enhance communication within the team. The course director will guide participants into the proper and efficient method for having system that creates multiple pathways for individuals and teams in order to continue enhancing their knowledge and keep the learning alive.

The course will describe the behavioral preferences through unique language based around four color "Energies": Cool Blue, Fiery Red, Sunshine Yellow and Earth Green. It will help participants to provide feedback between colleagues that are non-threatening and promotes openness. Finally, the course will teach participants on how to understand the personality of other people and have system that will help to deal with different personalities.

Course Objectives/Outcomes & Benefits for the Participants

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

- Apply and gain an in-depth knowledge on enhancing personal and team effectiveness
- Improve self awareness and personal effectiveness
- Recognize behaviors and preferences as well as enhance communication within the team
- Identify system that creates multiple pathways to continue to enhance the knowledge and keep the learning alive
- Describe behavioral preferences through unique language based around four color energies covering cool blue, fiery red, sunshine yellow and earth green
- Provide feedback between colleagues that is non-threatening and promotes openness
- Determine the personality of other people and have system that will help to deal with different personalities

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

The course provides an overview of all significant aspects and considerations on enhancing personal and team effectiveness for managers, superintendents, engineers, and heads of departments, team leaders and unit supervisors who have to manage or implement manpower development. The course will be additionally of value to staff in support or advisory functions in areas such as strategy, policy, organization, audit, welfare, and projects. Further, the course is very important for senior and middle management staff who need address the strategic challenges facing sustainable business.

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 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.

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

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

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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**. 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.

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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 **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.

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:



Ms. Susan Myburg is a **Senior Management Consultant** with almost **30 years** of teaching, training and industrial experience. Her expertise lies extensively in the areas of **Talent Acquisition** in Organizational Success, **Recruitment Planning, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Embracing Innovation Culture, Strategic Talent Management, People Management, Information Management, Techniques for Coaching & Mentoring, Strategies for Setting Annual Goals, Monitoring Progress & Evaluation Performance, Coaching & Motivation, Project 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, Project & Contracts Management Skills, Project & Construction Management, Project Planning & Delegating, Project Planning, Scheduling & Control, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Risk, Budgeting & Cost Management in Projects, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Leadership Orientation Programme, Leading People & Change, Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Change Management and Negotiations Management.**

During her career life, Ms. Myburg has gained her academic and field experience through her various significant positions and dedication as the **General Manager, Regional Manager, Head of Bankfin, HR Consultant, Group Executive, Account Executive** and Senior Instructor/Trainer from various international companies such as the South African Post Office, ABSA, Optimal Leading, just to name a few.

Ms. Myburg has a **Master's** degree in **Executive Development Programme, Bachelor** degrees in **Personnel Management** and **Industrial Psychology**. Further, she is a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. She 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

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	<i>Improving Self Awareness & Personal Effectiveness</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Improving Self Awareness & Personal Effectiveness (cont'd)</i>
1100 – 1230	<i>Better Understanding of Others' Behaviors & Preferences</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<i>Better Understanding of Others' Behaviors & Preferences (cont'd)</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0930	<i>Enhancing Communication within the Team</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Having System that Creates Multiple Pathways for Individuals & Teams to Continue to Enhance Their Knowledge & Keep the Learning Alive</i>
1100 – 1230	<i>Describing Behavioral Preferences through Unique Language Based Around Four Color "Energies" Cool Blue</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<i>Describing Behavioral Preferences through Unique Language Based Around Four Color "Energies" (cont'd) Fiery Red</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0930	<i>Describing Behavioral Preferences through Unique Language Based Around Four Color "Energies" (cont'd) Sunshine Yellow</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Describing Behavioral Preferences through Unique Language Based Around Four Color "Energies" (cont'd) Earth Green</i>
1100 – 1215	<i>Help the Person to Provide Feedback Between Colleagues that is Non-Threatening & Promotes Openness</i>
1215 – 1230	<i>Break</i>
1230 – 1345	<i>Understanding the Personality of Other People & Have System that will Help to Deal with Different Personalities</i>
1345 – 1400	Course Conclusion
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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