

COURSE OVERVIEW SS0010
Professional Leader
Excellence in Leadership & Teambuilding

Course Title

Professional Leader: Excellence in Leadership & Teambuilding

Course Date/Venue

Please refer to page 3

Course Reference

SS0010

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.



To grow in today's highly competitive and rapidly changing business environment, team leaders must have strong skills in managing and leading their teams. The very essence of having a successful organization is having both the leadership and the management skills although more often, people try to separate them by saying that they are leaders, but not managers or that leadership is doing the right thing while management is doing things right. But reality each organization need both.



The course presents an overview of leadership competence criteria as applied in modern business situations and international corporations. The drawn analogies illustrate the applications, limitations and values of leadership and teambuilding as an integrated process in handling diverse managerial challenges. The course topics stress the individuality of approaches, uniqueness of skills and behavioral tendencies in the present date, with practical parallel reference to the development of the leadership profile over time in relation to the team creation and its operational methodologies.

Upon course completion, each participant will have an overview of leadership styles, techniques, skills, methodologies and paradigms which will provide them with an opportunity to experience the challenges encountered in situational leadership circumstances. The participants will examine the qualities and characteristics of famous international figures such as charisma, focus and vision, and analyze their personal leadership profiles. The course will further address teambuilding in the context of emotional intelligence, and juxtapose its aspects with team spirit approaches such as commitment, loyalty, and enthusiasm. The participants will appreciate the value of leadership and teambuilding on associate management skills relating to empowerment, motivation and the art of facilitation.

The course will conclude by a review of the effect of leadership on quantum management in terms of competence standards, corporate transformation, change management, re-engineering, sustainable performance and simulation of creativity. The attendee will have the opportunity to draw a personal implementation plan to reflect the totality of the diverse learning points.

Course Objectives

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

- Get certified as a “*Professional Leader*”
- Apply proper leadership styles, techniques, skills, methodologies and paradigms in order to become an effective team leader
- Analyze the qualities, characteristics and components of the leadership
- Identify various teambuilding components such as team composition, team spirit, team role and team work
- Discuss the leadership value, empowerment, commitment, loyalty motivation and self-development
- Demonstrate the leadership career ladder, performance management, productivity and creativity and handle proper conflict resolution
- Present different personality styles and self command as a way of communication
- Employ employee motivation within the organization

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Howard 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 is specifically designed to enhance the leadership skills of both technical and non-technical personnel such as managers, superintendents, engineers, head of departments, officers, team leaders and unit supervisors who have to demonstrate, and/or coach others in leadership skills. The course will be additionally of value to staff in support or advisory functions such as strategy formation, policy development, organizational development, human resource development, audit, welfare and projects.

Course Date/Venue

Session(s)	Date	Venue
1	June 15-19, 2025	Olivine Meeting Room, Fairmont Nile City, Cairo, Egypt
2	August 17-21, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	October 19-23, 2025	Safir Meeting Room, Divan Istanbul, Turkey
4	December 07-11, 2025	Meeting Plus 9, City Centre Rotana, Doha Qatar
5	February 08-12, 2026	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
6	April 05-09, 2026	Meeting Plus 9, City Centre Rotana, Doha Qatar
7	August 02-06, 2026	Olivine Meeting Room, Fairmont Nile City, Cairo, Egypt
8	September 20-24, 2026	Safir Meeting Room, Divan Istanbul, Turkey

Training Methodology

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

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

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

Course Fee

Dubai	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Cairo	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	US\$ 6,000 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)

- (1) Internationally recognized Wall Competency Certificates and Plastic Wallet Card Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a *“Professional Leader”*. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

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Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 20-Sep-18
HTME No: PAR104161
Participant Name: Mosaoud Al Mattar

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
SS0010	Professional Leader: Excellence in Leadership & Teambuilding (Accredited by ILM)	September 18-20, 2018	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date: 3.0

TRUE COPY

Manal De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1780 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 12013 Standard which is widely recognized as the standard of good practice internationally. As a result of their compliance with the ANSI/IACET 12013 Standard, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 12013 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 Association 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 is accredited by

ANSI, BAC, ilm, IACET, City & Guilds, APT, UKAS

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Institute of Leadership & Management (ILM) Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course.

ilm

Excellence in Leadership & Teambuilding

is awarded to
Eissa Al Dossari
through
Haward Technology Middle East

Awarded 12 October 2017

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Chris Jones
Director-General
The City and Guilds of London Institute


John Yates
Group Director
ILM

ilm ENDORSED


The City and Guilds of London Institute is the awarding body / awarding organisation for ILM qualifications. ILM is a City & Guilds Group business.

Certificate Accreditations


Haward Technology is accredited by the following international accreditation organizations:-

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ILM (City & Guilds Group)

Haward Technology is a **Recognized Provider** by ILM under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognizes and approves training providers and academic institutions that deliver quality-assured training and accredited qualifications. As a Recognized Provider of ILM, Haward Technology meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.

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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**. 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 **3.0 CEUs** (Continuing Education Units) or **30 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:



Mr. Eric Matthews is a **Senior Management Consultant** with almost **40 years** of extensive experience. His expertise includes **Survey Skills, Interviewing Skills, Interpersonal Skills, Communication Skills, Negotiation Skills, Presentation Skills, Manager Skills, Supervisory & Management Skills, Counselling Skills, Leadership Skills, Customer Satisfaction, Coaching & Mentoring, Team Building, Survey Format & Design, Survey Data Auditing & Tabulation**, Human Resource Management (HRM), Human Resource Development (HRD) Training, Quality Management System (QMS), **Change Management, Project Management, Contract Management, Business Management, Time Management, Performance Management, Performance Appraisal, Managing Problem Situations & Dealing With Difficult People, Leading Multicultural Teams & Managing Diversity, Lean Thinking and Six Sigma, 360 Feedback Assessment, Strategic Leader, Strategic Decision Making and Creative Problem Solving & Decision Making**. Moreover, his experience includes Construction Safety (STOP), Process Safety Management (PSM), Risk Management, Marine Risk Assessment, ISO 14001 (2004) Lead Auditor, OSHA, SHEQ, Industrial Hygiene, Confined Space Entry, Fall Protection, Work Permit & First Aid, Forklift Operations, Accident & Incident Prevention, Site Inspection, HSE Leadership, Safety Attitude and Industrial Plant Safety as well as Pneumatic, Control Systems and Logic Boards. He is currently the **Managing Director of Ken Matthews & Associates Training Consultancy**. Further, he is a **Registered and Certified Trainer** where-in he is delivering various training and consultancy for trainers for so many years, an **Assessor, Moderator, Verifier and Program Designer & Developer** as well as an **Authorized Accreditation Advisor**.

During Mr. Matthews' career life, he has shared his knowledge and practical expertise through the continuous and numerous trainings internationally. He started his profession from various challenging positions such as the **Tooling Engineer, Mechanical Technician, Sea Going Engineer, Safety Officer, Senior Lecturer/Professor, College Mentorship Programme Head, Curriculum & Project Designer, Learning Material Developer, Management Consultant, Trainer & Assessor and Moderator & Verifier**.

Mr. Matthews has **Bachelor** degree in **Industrial & Organizational Psychology with Honours (Cum Laude)**. Further, he is a **Certified Instructor/Trainer; a Certified Trainer/Assessor** by the **City & Guilds of London Institute**; a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**; a **Registered SETA Assessor/Moderator/Skills Coach** and an active member of the British Institute of Works Managers and British Institute of Personnel Managers and delivered innumerable trainings, courses, seminars and workshops worldwide.

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>Management Versus Leadership</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Leadership Styles- An Overview</i>
1100 – 1230	<i>The Techniques & Skills that Contribute to a Leadership Style</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<i>The Leadership Paradigm</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0930	<i>Situational Leadership</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Teambuilding</i>
1100 – 1230	<i>Case Study- The Team Leader's Mirage</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<i>Leadership Approaches</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0930	<i>The Leadership Zone</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Vision & Mission Statements</i>
1100 – 1230	<i>Competency & Competence Standards</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<i>A Leadership Model – Exercise</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Three</i>

Day 4

0730 – 0930	<i>Personality Styles & Self Command</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Conflict Resolution</i>
1100 – 1230	<i>Emotional Intelligence</i>
1230 – 1245	<i>Break</i>
1245 – 1330	<i>Career Laddering</i>
1330 – 1420	<i>Performance Management</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Four</i>

Day 5

0730 – 0930	<i>Dynamics of Balance</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Leadership & Change</i>
1030 – 1130	<i>Productivity & Process Alignment</i>
1130 – 1230	<i>Creativity</i>
1230 – 1245	<i>Break</i>
1245 – 1300	<i>Motivation</i>
1300 – 1315	<i>Course Conclusion</i>
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

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