Haward Technology Middle East

Course Title
Certified Project Leader: *Project Leadership, Communications & Negotiations*

Course Date/Venue
September 16-20, 2024/Glass House Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
PM0082

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide a solid foundation in key leadership competencies and to give the participants the opportunity for a truly transformational leadership experience.

Participants will enhance the leadership, communication and negotiation skills including setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating and leading change. Further, this course will empower the participants through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches and to gain an appreciation of the importance of a collaborative "win/win" negotiation process.

Participants will gain a clear understanding of why communication is so important regardless of how a project is organized. In addition, this course covers the leadership and teamwork; teambuilding; handling multicultural team; building relationships with internal and external stakeholders; ethics and leadership; effective communications; interdepartmental issues; effective reporting; negotiation with contractors to reach win-win situation; negotiation preparation elements, process, categories, styles, prioritize; negotiation techniques, power, influence factors, mediation skills and stages of negotiation; and facing disputes, conflicts and oppositions.

The course is carefully developed to reflect the best practices in the petroleum industry that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

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

- Get certified as a *"Certified Project Leader"*

- Apply an in-depth knowledge and skills on project leadership, communication and negotiation

- Define leadership and identify successful leadership practices as well as the role and importance of motivation theories in effective project management

- Identify leadership styles using instruments

- Discuss and apply concept of situational leadership to project processes

- Lead project teams through more effective communication

- Describe predictable change stages and identify appropriate leadership strategies for each stage

- Create a leadership development plan and recognize leadership and teamwork

- Set direction and align motivate and inspire people

- Lead effective teams and control people

- List the elements of people management and organize cases in HR, workshop and resource leveling

- Identify motivational value systems to improve productivity and cooperation

- Handle multicultural teams and build relationship with internal and external stakeholders

- Manage conflict by facilitating, negotiating and leading change

- Recognize the role of business and personal ethics in leadership and effective reporting

- Determine communication requirements and link communication requirements to stakeholders

- Develop a communications plan as well as implement and control project communications

- Negotiate with contractors to reach win-win situation

- Discuss the negotiation preparation elements, process, categories, styles and prioritize

- Apply negotiation techniques, power, influence factors, mediation skills and stages of negotiation

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 30 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

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, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of project leadership communication and negotiation for discipline-related graduates drawn from across the operating companies in the oil and gas industry in Abu Dhabi. The extent of their work experience will depend on how long they have been in the CAMS programme and in general terms they are grouped in batches according to the assignment level.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

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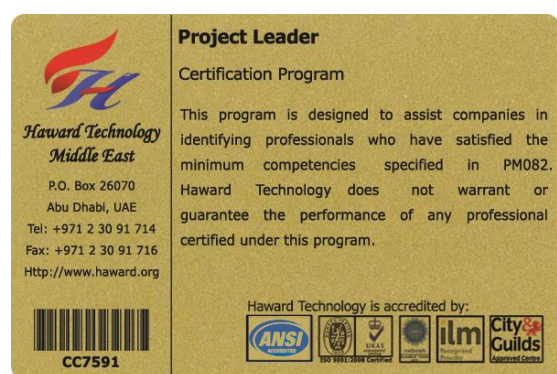
Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards 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 "*Certified Project 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 Middle East
Continuing Professional Development (HTME-CPD)

Page 1 of 1

CEU Official Transcript of Records

TOR Issuance Date:	**10-August-17**
HTME No.	PAR215869
Participant Name:	Khader Al Jarwan

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PM082	**Certified Project Leader:** *Project Leadership, Communications & Negotiations*	August 06-10, 2017	30	3.0

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

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- <u>The International Accreditors for Continuing Education and Training (IACET- USA)</u>

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.

- <u>British Accreditation Council (BAC)</u>

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.

Course Fee

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

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. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** 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, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He 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　　　　　**Monday, 16th of September 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	**PRE-TEST**
0830 - 0930	**Project Leadership - An Overview** *Define Leadership & Identify Successful Leadership Practices ● Understand Role & Importance of Motivation Theories in Effective Project Management*
0930 – 0945	Break
0945 – 1100	**Project Leadership - An Overview (cont'd)** *Identify Leadership Styles Using Instruments ● Discuss & Apply Concept of Situational Leadership to Project Processes*
1100 – 1215	**Leadership & Management** *Lead Project Teams Through More Effective Communication ●Describe Predictable Change Stages ● Identify Appropriate Leadership Strategies for Each Stage*
1215 - 1230	Break
1230 - 1420	**Leadership & Management (cont'd)** *Create a Leadership Development Plan ● Leadership & Teamwork*
1420 – 1430	**Recap**
1430	Lunch & End of Day One

Day 2　　　　　**Tuesday, 17th of September 2024**

0730 – 0930	**Leading Effective Teams** *Setting Direction ● Aligning People ● Motivating & Inspiring*
0930 – 0945	Break
0945 – 1100	**Leading Effective Teams (cont'd)** *Leading Teams ● Communicating ● Teambuilding*
1100 – 1215	**People Control** *Elements of People Management ● Organizing: Cases in HR, Workshop ● Resource Leveling*
1215 – 1230	Break
1230 - 1420	**People Control (cont'd)** *● Learn Project Management*
1420 – 1430	**Recap**
1430	Lunch & End of Day Two

Day 3　　　　　**Wednesday, 18th of September 2024**

0730 – 0930	**Building Relationships** *Identify Motivational Value Systems to Improve Productivity & Cooperation ● Handling Multicultural Team*
0930 – 0945	Break
0945 – 1100	**Building Relationships (cont'd)** *Building Relationships with Internal & External Stakeholders*

1100 – 1215	**Managing Conflict** *Facilitating Conflicts, Negotiating & Leading Change ● Effective Communications*
1215 – 1230	*Break*
1230 - 1420	**Managing Conflict (cont'd)** *Interdepartmental Issues*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4   **Thursday, 19th of September 2024**

0730 – 0930	**Ethics & Leadership** *Recognize the Role of Business & Personal Ethics in Leadership*
0930 – 0945	*Break*
0945 – 1100	**Ethics & Leadership (cont'd)** *Effective Reporting*
1100 – 1215	**Project Communications** *Determine Communication Requirements ● Link Communication Requirements to Stakeholders*
1215 – 1230	*Break*
1230 – 1415	**Project Communications (cont'd)** *Develop a Communications Plan ● Implement & Control Project Communications*
1415 – 1430	**Recap**
1430	*Lunch & End of Day Four*

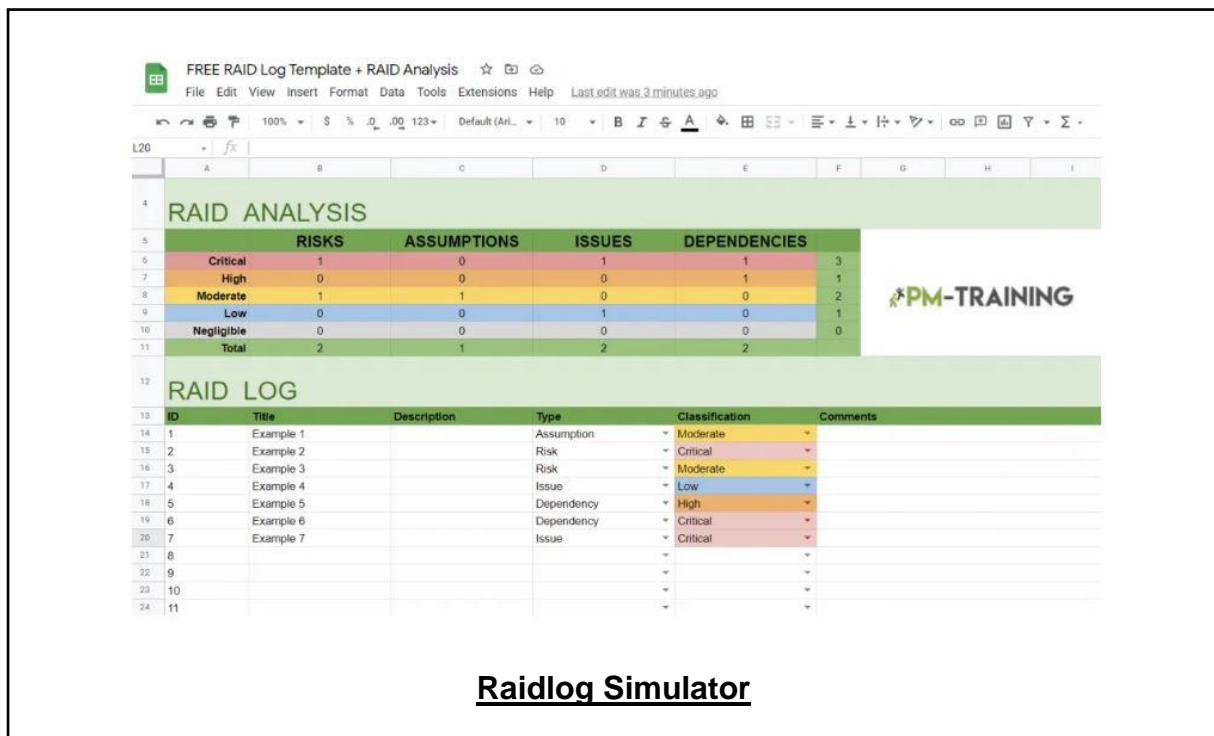**Day 5**   **Friday, 20th of September 2024**

0730 – 0930	**Negotiating with Contractors to Reach Win-Win Situation** *Negotiation Preparation Elements, Process, Categories, Styles, Prioritize*
0930 – 0945	*Break*
0945 – 1100	**Negotiating with Contractors to Reach Win-Win Situation (cont'd)** *Negotiation Techniques, Power, Influence Factors, Mediation Skills, Stages of Negotiation ●Facing Disputes, Conflicts & Oppositions*
1100 – 1215	**Case Study (Draw All the Internal/External Stakeholders for Your Project); At Least Explain 2 Stakeholders**
1215 – 1230	*Break*
1230 – 1300	**Role Play (Negotiating with Contractors)**
1300 – 1315	**Course Conclusion**
1315 – 1415	**COMPETENCY EXAM**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".

Mind map

Word

Mindview Software

Raidlog Simulator

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org