

Training Record



- Innovation Leadership for Driving Results
- Effective Planning, Organizing and Control
- Advanced Strategic Planning
- Motivating your workforce
- Effective Personal Leadership
- Effective Planning Skills
- Goal Setting, Planning & Decision Making
- Communication in the Workplace: Strategies for Success



New Hires Induction (Male/Female)

This was a training program targeting new locals. Its goal was to introduce them to work environment at private sector for retail industry. It focused on customer services as a key tool and it highlighted other related topics that can help participants to master their jobs. Topics covered included: Basic safety concepts, professionalism, Stress management and basic first aids. A career assessment tool was also presented at the beginning of this program to widen their perspective about their careers.



Preparing High school graduates for work

This was eight weeks long training with 5 hours per batch. It was targeting high school graduates to prepare them for labor market. I trained two batches (15 participants per batch). I presented eight topics as follows:

1. Production planning and warehouse management (I designed and presented materials of warehouse management)
2. Occupational Health and safety (Presenting)

3. Work Ethics (Presenting)
4. Sales Skills (Presenting)
5. Effective marketing skills (Presenting)
6. Customer Service (Presenting)
7. Employment Loyalty (Presenting)
8. Basic English for Business (Designing and presenting)



Leadership Bites

Because hospital's staff are usually very busy, a training plan was set after coordination with training department that will take only one hour per day for two weeks to provide participants with effective soft skills (like time management, building teamwork and handling customer's complaints) in a setup of 5-7 participants per batch (participants were from front desk and HR department). These bits of training were followed by a one business coaching session for each participant.



Investment in safety and quality

It was presented to medium level managers and every participant provided a presentation at the last day to conceptualize what he gained from the previous two days. They learned two main concepts: How to use “safety calculator” and “cost of quality”.



Emotional Intelligence

This was a two days workshop about emotional intelligence skills for branches manager of western region. It was followed by individual coaching sessions by a coaching partner.



Emotional Intelligence

I participated in this yearly training event for one day to talk about emotional intelligence at work. Attendees were around 50 from different governmental sectors.



Awareness Seminars

There were motivational seminars every now and then focusing on achieving dreams and success in life targeting younger generation.



Introduction to MS Excel

It was a four weeks workshop with (Two hours per session to adapt with participants' tight schedules) provided for supervisors to help them uses basic features of MS excel. Only participants who submitted a project that uses all main features shown in the sessions passed.

Resolving Conflicts

It was a one-day workshop using board game style to identify sources of conflicts and finding practical way to tackle them.

Investment in Safety

It was a one-day workshop offered for management team. It introduced “safety calculator” concept.

Investment in Safety

It was a one-day workshop offered for management team. It introduced “safety calculator” concept.



I hope to Train Your Team Soon!

Engineer Fahad Alqahtani

www.tanweertraining.com

inquiry@tanweertraining.com

Mobile & Whats App

00966502796740

0097335619053