Haward Technology Middle East

COURSE OVERVIEW HM0157
Developing Self Capabilities
(E-Learning Module)

Course Title
Developing Self Capabilities
(E-Learning Module)

Course Reference
HM0157

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs

Course Description

This E-Learning course is designed to provide participants with a detailed and up-to-date overview of developing self-capabilities. It covers the importance and benefits of self-awareness; the self-awareness skills and the 5 ways to increase your self-awareness; creating space and time, practice mindfulness and listening and gain a different perspective; the work ethic skills, reliability, dedication, discipline, productivity, cooperation, integrity, responsibility and professionalism; and improving work ethic skills, acting as an Ambassador of the company and prioritizing your professional responsibilities.

Further, the course will also discuss the professional development, reviewing work and showing respect to others; the various skills covering transferable skills and expertise, technical, communication, verbal, listening, writing, critical thinking, multitasking, teamwork, creativity and leadership skills; the goal and ambition, setting goals, defining quantifiable goals and making your goals specific; committing to your goals, making your goals public, setting a deadline and rewarding yourself; the PDP process and cycle; getting started with your personal development planning; the benefits of work development plans; and those who are involved in the development planning process.

During this interactive course, participants will learn the types of development opportunities and the goals for improvement; the performance review; the steps to achieve goals; defining metrics and milestones; the support and resources needed; reviewing and finalizing the plan; the personal development cycle; developing knowledge about their functional area; utilizing online resources; attending professional events; and investing in continuing education and certification; the 4 key learning styles and how you can use them to learn, teach and grow your business; working with others, providing clear and constructive feedback and give credit where credit is due; owning up to your mistakes; recognizing your strengths; setting a schedule and sticking to it; be realistic about your timetable; and saying thank you.

Course Objectives

After completing the training, the employee will:-

- Apply and gain an in-depth knowledge on developing self-capabilities

- Understand the learning and development principles, their definitions and how they contribute to developing employee cap abilities

- Understand the PDP/IDAP process and cycle within their company and their role within it

- Be able to create employee development goals that support overall corporate and organizational strategy

- Understand how to develop knowledge about their functional area

- Understand the importance of group discussions and knowledge sharing best practices such as team briefings, post-training presentations etc.

- Learn how to capture information and knowledge for those outside the direct team

- Discuss the importance and benefits of self-awareness

- Apply self-awareness skills and the 5 ways to increase your self-awareness

- Create space and time, practice mindfulness and listening and gain a different perspective

- Apply work ethic skills, reliability, dedication, discipline, productivity, cooperation, integrity, responsibility and professionalism

- Improve work ethic skills, act as an Ambassador of the company and prioritize your professional responsibilities

- Seek professional development, review your work and show respect to others

- Employ various skills covering transferable skills and expertise, technical, communication, verbal, listening, writing, critical thinking, multitasking, teamwork, creativity and leadership skills

- Differentiate goal and ambition, set goals, define quantifiable goals and make your goals specific

- Commit to your goals, make your goals public, set a deadline and reward yourself

- Interpret the PDP process and cycle and get started with your personal development planning

- Recognize the benefits of work development plans and those who are involved in the development planning process

- Identify the types of development opportunities and the goals for improvement

- Review performance, list steps to achieve goals, define metrics and milestones and identify the support and resources are needed

- Review and finalize the plan, apply personal development cycle and develop knowledge about their functional area

- Utilize online resources, attend professional events and invest in continuing education and certification

- Recognize the 4 key learning styles and how you can use them to learn, teach and grow your business

- Work with others, provide clear and constructive feedback and give credit where credit is due

- Own up to your mistakes, recognize your strengths, set a schedule and stick to it, be realistic about your timetable and say thank you

Who Should Attend

This course provides an overview of all significant aspects and considerations of developing self-capabilities for all employees.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- USA International Association for Continuing Education and Training (IACET)

  Haward Technology is an Authorized Training Provider by the International Association 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 1-2013 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 1-2013 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 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.

- 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.

Course Contents

- What Is Self-Awareness and Why Is It Important?
- What is Self-Awareness Theory?
- Benefits of Self-Awareness
- Examples of Self-Awareness Skills
- Bob at work
- Monique at home
- Bridget on her own
- 5 Ways to Increase Your Self-Awareness
- Create Space and Time
- Practice Mindfulness
- Journal Your Awareness
- Practice Listening
- Gain a Different Perspective
- Short Quiz
- Work Ethics
- Why work ethics?
- Examples of Work Ethic Skills
- Reliability
- Dedication
- Discipline
- Productivity
- Cooperation
- Integrity
- Responsibility
- Professionalism
- How to Improve Work Ethic Skills
- Act as an Ambassador of the Company
- Prioritize your Professional Responsibilities
- Seek Professional Development
- Review your Work
- Show Respect to Others

- Short Quiz
- Transferable Skills & Expertise
- What are Transferable Skills?
- Transferable Skills
- Technical Skills
- Communication Skills
- The Primary Communication Skills
- Verbal Skills
- Listening Skills
- Writing Skills
- Critical Thinking Skills
- Multitasking (Time Management and Organization) Skills
- Teamwork Skills
- Creativity Skills
- Leadership Skills
- Short Quiz
- Goals & Ambitions
- Difference Between Goal and Ambition
- Summary
- Setting Goals
- Define Quantifiable Goals
- Make your Goals Specific
- Commit to your Goals
- Make your Goals Public
- Set a Deadline
- Reward Yourself
- Short Quiz
- Understand the PDP Process and Cycle
- What is PDP?
- Getting started with your Personal Development Planning
- Benefits of Work Development Plans
- Who is Involved in the Development Planning Process?
- Types of Development Opportunities

- Steps to the PDP process

- Review Performance

- Identify Goals for Improvement

- List Actionable Steps to Achieve those Goals

- Define Metrics and Milestones

- Identify what Support and Resources are Needed

- Review and Finalize the Plan

- Personal Development Cycle

- Short Quiz

- Understand How to Develop Knowledge about their Functional Area

- Develop Knowledge?

- Take Professional Development Courses

- Utilize Online Resources

- Attend Professional Events

- Network Online

- Invest in Continuing Education and Certification

- The 4 Key Learning Styles and How You Can Use Them to Learn, Teach and Grow Your Business

- The 4 Key Learning Styles

- The Visual Learner

- Tips to Utilize for Business

- Aural Learners

- Tips to Utilize for Business

- Verbal Learners

- Tips to Utilize for Business

- Kinesthetic Learners

- Tips to Utilize for Business

- Short Quiz

- Working with Others

- Provide Clear and Constructive Feedback

- Give Credit Where Credit is Due

- Own up to your Mistakes

- Understand your Strengths

- Set a Schedule and Stick to it

- Be Realistic about your Timetable
- Say Thank You
- Short Quiz
- Case Studies
- Video