



Consulting and Training | Reach New Heights

Course Name

Execution Follow-Up Excellence From Commitment to Closure

Sector Name

Interpersonal Skills and Self Development

Document Type

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Course Introduction

Follow-up is one of the most critical yet underestimated professional skills in the workplace. Many tasks fail not because of poor planning, but because actions are not tracked, responsibilities are not reinforced, and outcomes are not monitored.

Developed by **Boost**, this course focuses on follow-up as a professional accountability and execution skill, not as chasing people or sending reminders. The program equips participants with structured follow-up approaches that support task completion, ownership, communication clarity, and performance reliability in day-to-day work environments.

Boost's Follow-Ups course helps professionals close execution gaps, strengthen coordination, and ensure work moves from commitment to completion.

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Target Audience

- ✓ Administrative and operational staff
- ✓ Supervisors and coordinators
- ✓ Team members responsible for task follow-up
- ✓ Project and task owners
- ✓ Professionals seeking stronger execution discipline

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Learning Objectives

- ✓ Understand the role of follow-up in work execution
- ✓ Apply structured follow-up methods to daily tasks
- ✓ Improve accountability without conflict or pressure
- ✓ Track commitments, actions, and deadlines effectively
- ✓ Communicate follow-ups professionally and clearly
- ✓ Reduce delays and incomplete work through proper follow-up

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Course Outline

✓ DAY 01

Understanding Follow-Up in the Workplace

Module 1: What Follow-Up Really Means

- ✓ Follow-up vs. reminders and chasing
- ✓ Why follow-ups fail in organizations
- ✓ Impact of weak follow-up on performance

Module 2: Follow-Up and Accountability

- ✓ Ownership vs. responsibility
- ✓ Clarifying commitments
- ✓ Setting follow-up expectations early

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✓ Day 02

Structuring Effective Follow-Ups

Module 3: Follow-Up Planning and Tracking

- ✓ Identifying what needs follow-up
- ✓ Tracking actions, deadlines, and outcomes
- ✓ Avoiding follow-up overload

Module 4: Follow-Up Tools and Methods

- ✓ Simple tracking systems (non-technical)
- ✓ Status updates and checkpoints
- ✓ Choosing the right follow-up method

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✓ Day 03

Communication Skills for Follow-Up

Module 5: Professional Follow-Up Communication

- ✓ Clear and respectful follow-up language
- ✓ Written vs. verbal follow-ups
- ✓ Avoiding blame and tension

Module 6: Managing Delays and Missed Commitments

- ✓ Handling excuses and delays
- ✓ Escalation vs. reinforcement
- ✓ Keeping momentum without conflict

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✓ Day 04

Follow-Up in Complex Work Environments

Module 7: Cross-Team and Stakeholder Follow-Up

- ✓ Following up without authority
- ✓ Managing dependencies between teams
- ✓ Coordinating multiple follow-up lines

Module 8: Follow-Up Under Pressure

- ✓ High-volume tasks and deadlines
- ✓ Prioritizing critical follow-ups
- ✓ Maintaining control in fast-paced work

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✓ Day 05

Building a Follow-Up Culture

Module 9: Embedding Follow-Up into Daily Work

- ✓ Making follow-up part of workflows
- ✓ Aligning follow-up with performance expectations
- ✓ Personal follow-up discipline

Module 10: Improving Execution Through Follow-Up

- ✓ Measuring follow-up effectiveness
- ✓ Learning from execution gaps
- ✓ Strengthening organizational reliability

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	Spain , Barcelona
Aug. 9, 2027	Aug. 13, 2027	5 days	2150.00 \$	Virtual , Online
Oct. 17, 2027	Oct. 21, 2027	5 days	4250.00 \$	KSA , Dammam
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Dubai

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