



Consulting and Training | Reach New Heights

Course Name

Career Success Mantras - Win without Competing

Sector Name

Interpersonal Skills and Self Development

Document Type

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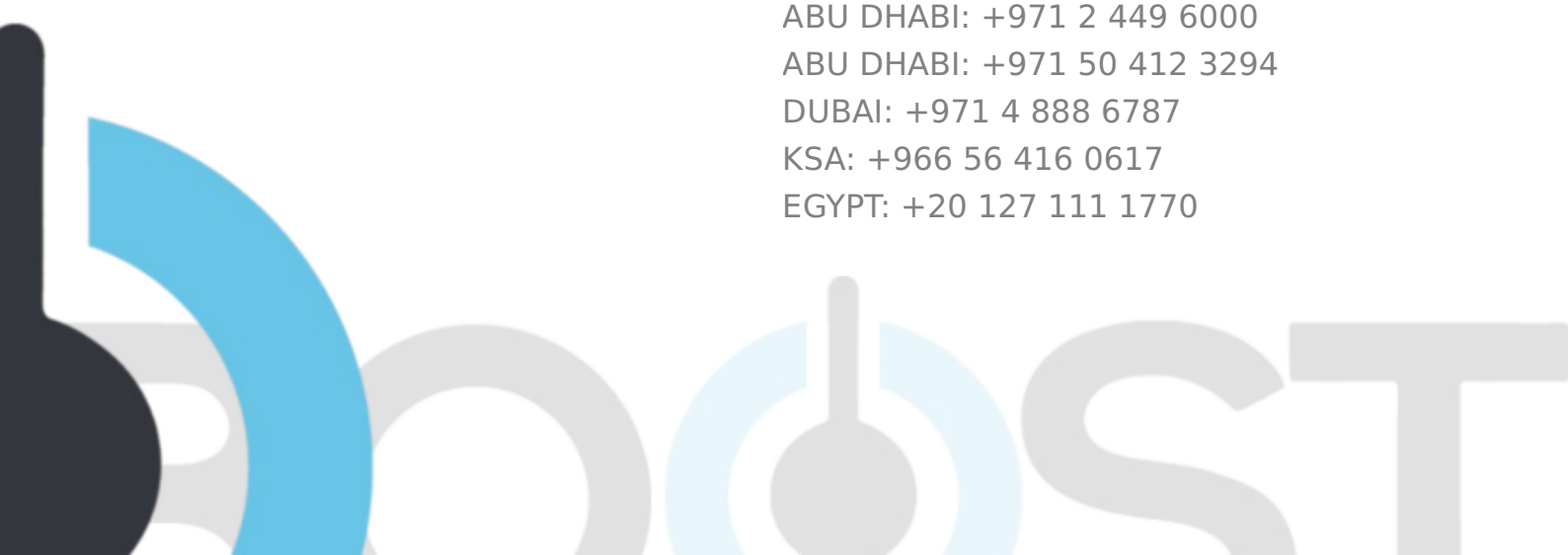
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Course Introduction

Workplace competition is on the rise, with managers encouraging co-workers to go head-to-head for the next promotion or better compensation benefits. Employees have the tendency to compete with each other in order to advance in the so-called ladder of success. A bit of healthy competition in the workplace never really harmed anyone, but when it turns into a full-blown war, you know you have a problem in your hands.

This **3-day BOOST** training course is designed to empower participants working in a competitive environment, such as the Electricity and Water industry, to embrace their individuality, skills, and potential, and broadcast their effectiveness in a unique way without trying to create a culture of competition with colleagues.

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Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants

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Learning Objectives

- ✓ Assess personal professional skills and interests to build a career roadmap.
- ✓ Understand how to communicate and collaborate with colleagues without creating a culture of competition.
- ✓ Identify and deal with complex workplace problems using problem-solving frameworks and design thinking principles.

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Course Outline

✓ **01 Day One**

Right Mindset in the Workplace

- ✓ Evaluating the field of industry and business
- ✓ Your position and roles
- ✓ Shooting for the goal
- ✓ Identifying your Key Performance Indicators (KPIs)
- ✓ Playing the position to the best of your ability
- ✓ Knowing your assets and skills

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Course Outline

✓ 02 Day Two

Creating the Right Culture: Collaboration vs. Competition

- ✓ Pros and Cons of Competition in the Workplace
- ✓ Communication strategies in the workplace
- ✓ Dealing with competitive workmates
- ✓ The right way of sharing information and resources
- ✓ Creating allies, not competition
- ✓ Challenging and leading oneself (self vs. self)

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Course Outline

✓ 03 Day Three

Climbing the Ladder of Success

- ✓ How to succeed with Integrity in a competitive workplace
- ✓ Fostering healthy relationships with others
- ✓ Let your work ethic speak for itself
- ✓ Aim for Mastery
- ✓ Build and Rebuild your Reputation (continuous career development)

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 23, 2027	Aug. 25, 2027	3 days	3950.00 \$	Austria , Vienna
Nov. 9, 2026	Nov. 11, 2026	3 days	3250.00 \$	UAE , Dubai
March 15, 2027	March 17, 2027	3 days	3250.00 \$	UAE , Abu Dhabi
May 9, 2027	May 11, 2027	3 days	3250.00 \$	KSA , Dammam

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