



ASSETS PROTECTION COMPANY
SECURITY AND SAFETY TRAINING CENTER
(A DIVISION OF SAUDI PETRO GAS COMPANY)

Leaders & Security Supervisors Course

Objectives:

To provide the participants with new and basic ideas in leading and managing others, also provide them with the required administrative and developmental skills to qualify the administrative leaders to perform their tasks efficiently.

Course Subjects & Schedule:

<u>Day 1</u>	Human Behavior: <ul style="list-style-type: none">▪ Types of human behavior.▪ Factors of human behavior.▪ Human behavior and supervisions relations.		<ul style="list-style-type: none">▪ Negotiation and meeting managing skills.▪ Skills of decisions making and problems solution.
<u>Day 2</u>	Administrative leaders ethical skills: <ul style="list-style-type: none">▪ Efficient communications skills.▪ Team forming skills.▪ Negotiations skills.	<u>Day 4</u>	Developmental skills of administrative leaders: <ul style="list-style-type: none">▪ Performance evaluation skills.▪ Pioneering skills and using techniques.
<u>Day 3</u>	Administrative leaders managing skills: <ul style="list-style-type: none">▪ Planning and time managing skills	<u>Day 5</u>	<ul style="list-style-type: none">▪ Conflict and changing managing skills.▪ Final Exam

<u>Participants:</u>	Security Supervisors, Group leaders, Security Guards
<u>Methodologies:</u>	Lecture / Discussion, Demonstrations, and Numerous Practical Exercises and quizzes.
<u>Length Of Course:</u>	Five Days
<u>Course Location:</u>	As required by Customer
<u>Course Cost per head:</u>	SR 3562.00
<u>Language:</u>	Arabic / English.