

Training Compliance Declaration

Meet regulatory requirements
with relevance and credibility

*Structured, auditable training
aligned with MHRSD requirements*



TRAINING COMPLIANCE DECLARATION

Compliance training must do **more than tick a box**

Annual training declarations are essential.
Low-value training is not.

Many organisations meet compliance requirements through fragmented, generic courses that deliver completion but little behavioural or operational value.

COMPLIANCE IS A CRITICAL CAPABILITY

Modern organisations are required to demonstrate that their workforce meets defined training and declaration standards — often across multiple capability areas.

As a result

- Training becomes fragmented
- Completion is prioritised over capability
- Behaviour change is minimal
- Organisational value is limited

These challenges are rarely caused by lack of effort. They are caused by compliance models that focus on attendance, not application.

GENERIC CORPORATE TRAINING PROGRAMMES

Most compliance programmes are designed to be scalable, not meaningful.

They prioritise

- Generic content
- One-size-fits-all modules
- Completion over competence

hat they rarely prioritise is relevant capability building aligned to regulatory expectations.

Training Compliance Declaration combines auditable compliance with practical workplace learning, ensuring requirements are met with credibility.

Compliance that does not build **capability**
does not protect organisations.

This programme is designed to address that gap

Accredited and **quality assured**



Internationally accredited by
IBDL Learning Group



Accredited by the Technical and
Vocational Training Corporation

What this programme Prepares you to do

Training Compliance Declaration prepares organisations and employees to meet annual training declaration requirements with credibility and audit readiness.

It is designed for real operating environments where regulatory expectations must be met and learning must translate into workplace behaviour.

PARTICIPANTS DEVELOP THE CAPABILITY TO

-  Demonstrate completion of mandatory training requirements
-  Make sound decisions using structured problem-solving
-  Work effectively within teams
-  Use digital tools safely and in line with organisational standards
-  Understand expectations linked to organisational and regulatory compliance

The programme focuses on the core behaviours, skills, and standards required to support compliance at scale. It is structured to ensure learning is: Relevant to real workplace conditions Aligned with regulatory expectations Clearly documented and auditable

The design prioritises practical application and **measurable compliance outcomes**.

Programme structure and **delivery options**

Programme Duration

18 learning hours
(minimum 8 units)

Delivery Format

Instructor-led (classroom or live online)
Self-Learning

Flexible Delivery

Adaptable for organisational requirements and team-based rollouts

Organisation Bundles

Organisational packages and volume discounts available

Instructor-led delivery

Training units delivered by subject-matter experts aligned to workplace and compliance expectations

Curriculum Outline

The Teamwork unit focuses on strengthening how individuals work together within defined roles, responsibilities, and organisational structures to support **effective delivery and shared accountability**.

UNIT1: TEAMWORK

This unit develops the skills required to work effectively within teams, ensuring collaboration, accountability, and consistent workplace performance.

Participants explore

- Understanding roles, responsibilities, and expectations within teams
- Communicating clearly and professionally in team environments
- Working collaboratively while maintaining individual accountability
- Managing differences and resolving issues constructively
- Supporting shared objectives and coordinated delivery
- Contributing effectively within structured organisational settings

Capability outcome

Participants strengthen their ability to work effectively within teams, supporting collaboration that enhances delivery, accountability, and compliance in day-to-day work.

COURSE DURATION & TIMELINE

Unit 1 at a glance

Total duration: 4 hours

Format: Instructor-led

Structure: Modular, session-based delivery

1 Programme start

Session start time: To be confirmed

Pre-knowledge check

5 minutes: Baseline assessment to establish current understanding and focus learning.

2 Core learning sessions

 **Session 1** | 45 minutes
Understanding effective teamwork

 Break

 **Session 2** | 45 minutes
Communicating and collaborating effectively

 Break

 **Session 3** | 45 minutes
Managing teamwork in real workplace situations

 Break

 **Session 4** | 45 minutes
Shared objectives and streamlined delivery

3 Programme close

 **Post-knowledge check** | 5 minutes
Measures learning progress and confirms capability development.

 Training evaluation (participant survey)
Captures feedback and immediate learning impact.

Session end time: To be confirmed

Curriculum Outline

The Problem Solving and Decision Making unit is designed to strengthen structured thinking and sound judgement in workplace situations where **decisions must be made consistently and responsibly**.

UNIT 2: PROBLEM SOLVING AND DECISION MAKING

This unit develops structured problem-solving skills as essential capabilities for compliant workplace performance.

Participants explore

- Identifying and clearly defining workplace problems
- Analysing causes and impacts before taking action
- Applying structured approaches to problem solving
- Evaluating options and consequences
- Making sound decisions aligned with organisational standards
- Avoiding common decision-making errors and assumptions

Capability outcome

Participants strengthen their ability to make informed, consistent decisions that support workplace effectiveness, accountability, and compliance expectations.

COURSE DURATION & TIMELINE

Unit 2 at a glance

Total duration: 4 hours

Format: Instructor-led or approved learning format

Structure: Workshop

1 Programme start

Session start time: To be confirmed

Pre-knowledge check

5 minutes: Baseline assessment to establish current understanding and focus learning.

2 Core learning sessions

Session 1 | 45 minutes

Applying structured problem-solving approaches

Break

Session 2 | 45 minutes

Evaluating options and making decisions aligned to organisational standards

Break

Session 3 | 45 minutes

Applying decision-making skills in compliance-related situations

Break

Session 4 | 45 minutes

Analyzing causes and impacts for taking action

3 Programme close

Post-knowledge check | 5 minutes

Measures learning progress and capability uplift.

Training evaluation (participant survey)

Captures feedback and immediate learning impact.

Session end time: To be confirmed

Curriculum Outline

This unit focuses on ensuring employees understand how to use digital systems, devices, and **online tools safely, responsibly, and in line with organisational policies and regulatory expectations**.

UNIT 3: SAFE USE OF COMPUTERS AND THE INTERNET IN THE WORKPLACE

This unit develops essential awareness of digital safety, acceptable use, and responsible online behaviour to support secure and compliant workplace operations.

Participants explore

- Understanding acceptable use of workplace computers and internet access
- Recognising common digital risks, threats, and unsafe practices
- Protecting organisational data and confidential information
- Using passwords, systems, and devices responsibly
- Identifying inappropriate or risky online behaviour
- Applying organisational policies related to digital use and security

Capability outcome

Participants strengthen their ability to use computers and the internet safely and responsibly, supporting organisational security, data protection, and compliance requirements.

COURSE DURATION & TIMELINE

Unit 3 at a glance

Total duration: 2 hours

Format: Instructor-led

Structure: Awareness Lecture

1 Programme start

Session start time: To be confirmed

Pre-knowledge check

5 minutes: Baseline assessment to establish current understanding and focus learning.

2 Core learning sessions

Session 1 | 45 minutes

Exploring acceptable use policies, common digital risks, and employee responsibilities.

Break

Session 2 | 45 minutes

Applying practical measures to safeguard data, systems, and devices in daily work.

3 Programme close

Post-knowledge check | 5 minutes

Measures learning progress and capability uplift.

Training evaluation (participant survey)

Captures feedback and immediate learning impact.

Session end time: To be confirmed

A structured, auditable learning unit designed to support immediate **application and regulatory assurance**.

Curriculum Outline

Training Compliance Declaration is structured around a set of defined compliance learning units designed to meet regulatory requirements.

The programme is delivered across core compliance units, sequenced to reflect how organisations build baseline capability, demonstrate compliance, and **maintain consistent standards across the workforce.**

UNIT 4: ADMINISTRATIVE AND BEHAVIOURAL SKILLS IN THE WORKPLACE

This unit establishes a shared understanding of the professional behaviours, administrative discipline, and workplace standards required to operate effectively and compliantly within modern organisations.

Participants explore

- Core administrative responsibilities and expectations
- Professional workplace behaviours and conduct
- Managing tasks, priorities, and responsibilities effectively
- Understanding organisational standards and ways of working
- Applying behavioural consistency across roles and contexts
- Supporting accountability through structured work practices

Outcome

Participants develop a clear understanding of expected workplace behaviours and administrative standards, strengthening professionalism and compliance in day-to-day work.

COURSE DURATION & TIMELINE

Unit 4 at a glance

Total duration: 2 hours
Format: E-Max platform
Structure: E-Learning

1 Programme start

Session start time: To be confirmed

Pre-knowledge check

5 minutes: Baseline assessment to establish current understanding and focus learning.

2 Core learning sessions

- Session 1 | 45 minutes
Foundational administrative and standards
- Break
- Session 2 | 45 minutes
Professional behaviours in workplace scenarios
- Break
- Session 3 | 45 minutes
Reinforcement and practical application
- Break
- Session 4 | 45 minutes
Accountability with structured practices

3

Programme close

- Post-knowledge check | 5 minutes
Measures learning progress and confirms capability uplift.
- Training evaluation (participant survey)
Captures feedback and immediate learning impact.

Session end time: To be confirmed

Curriculum Outline

The Digital Skills unit focuses on **building essential digital awareness and capability** required to operate effectively, safely, and responsibly within modern workplace environments.

UNIT 4: DIGITAL SKILLS

This unit develops core digital competencies required for effective workplace performance, ensuring participants can use digital tools confidently and appropriately in line with organisational requirements.

Participants explore

- Using workplace digital tools and systems effectively
- Managing digital information responsibly
- Applying appropriate digital communication practices
- Recognising digital risks and inappropriate use
- Supporting organisational standards through responsible digital behaviour

Capability outcome

Participants strengthen their ability to use digital tools confidently and appropriately, supporting productivity, accountability, and compliance in day-to-day work.

COURSE DURATION & TIMELINE

Unit 4 at a glance

Total duration: 2 hours

Format: E-Max platform

Structure: Career Counselling

1 Programme start

Session start time: To be confirmed

Pre-knowledge check

5 minutes: Baseline assessment to establish current understanding and focus learning.

2 Core learning sessions

 **Session 1** | 45 minutes
Understanding workplace digital tools

 Break

 **Session 2** | 45 minutes
Using digital tools responsibly

3 Programme close

 **Post-knowledge check** | 5 minutes
Measures learning progress and capability uplift.

 **Training evaluation (participant survey)**
Captures feedback and immediate learning impact.

Session end time: To be confirmed

Curriculum Outline

This unit equips participants with practical tools to assess their skills, **plan career progression, and make informed decisions** about development opportunities within the organisation.

UNIT 6: CAREER PLANNING AND DEVELOPMENT

This unit equips participants with practical tools to assess their skills, plan career progression, and make informed decisions about development opportunities within the organisation.

Participants explore

- Understanding career planning
- Identifying individual strengths, skills, and development areas
- Setting realistic short- and long-term career goals
- Understanding learning and development pathways
- Aligning personal development goals with organizational needs
- Taking responsibility for ongoing professional development

Capability outcome

Participants gain clarity on career direction and development planning, enabling more purposeful learning, improved engagement, and alignment with organisational capability requirements.

COURSE DURATION & TIMELINE

Unit 6 at a glance

Total duration: 4 hours

Format: Instructor-led

Structure: Career Counselling

1 Programme start

Session start time: To be confirmed

Pre-knowledge check

5 minutes: Baseline assessment to establish current understanding and focus learning.

2 Core learning sessions

 **Session 1** | 45 minutes
Exploring career concepts, progression pathways, and development responsibilities.

 Break

 **Session 2** | 45 minutes
Identifying strengths, development areas, and defining achievable career objectives.

 Break

 **Session 3** | 45 minutes
Taking responsibility for ongoing professional development

 Break

 **Session 4** | 45 minutes
Aligning personal development goals with organizational needs

3 Programme close

 **Post-knowledge check** | 5 minutes
Measures learning progress and capability uplift

 **Training evaluation (participant survey)**
Captures feedback and immediate learning impact

Session end time: To be confirmed

HOW LEARNING IS APPLIED

This programme is designed to ensure **learning translates into observable, compliant workplace behaviour**, not just course completion or knowledge acquisition.

PARTICIPANTS EXPLORE

- ✓ Apply course tools to real workplace scenarios
- ✓ Reflect on current workplace behaviours and practices
- ✓ Identify practical actions they can take immediately
- ✓ Translate learning into day-to-day work activities
- ✓ Apply skills in line with organisational policies and expectations

THIS PROGRAMME IS DESIGNED FOR

 All companies operating within the Kingdom that are subject to the requirements of the Qiwa program.

COURSE PREREQUISITES

No prior specialist training is required.

The programme is suitable for participants who need to build core workplace capability and demonstrate compliance with organisational and regulatory requirements.

PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Classroom or live online formats
- Adaptable for organisational and team-based rollouts
- Designed to change how people operate, not just what they know.

WHAT THIS TYPE OF TRAINING DELIVERS

Immediate Application

Apply learning directly to real work not later, not hypothetically

Workplace Behaviour

Operate in line with defined organisational standards and expectations.

Clarity and Accountability

Understand responsibilities, expectations, and acceptable practice.

Stronger Decision-Making

Make better decisions through heightened behavioural awareness

The result:

More capable individuals. Stronger organisational standards. And learning that delivers measurable impact where it matters.

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world



DESIGN

Build training that fits the sector



DELIVER

Teach through Saudi SMEs and practitioners



SUSTAIN

Embed the change inside organisations

What this Ensures

- Skills that match global industry demands, not generic international templates.
- Immediate operational impact, because training is built around real sector challenges.
- Lasting organisational capability through the adoption of performance-driven tools and behaviours.

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

maximus academy
أكاديمية مаксيموس

Training that fits your world

Info@maximusacademy.com | +966 9200 31313 | maximusacademy.com