

# Your Pathway to Personal Excellence

Building Confident, Productive,  
and Sustainable Professionals



# YOUR PATHWAY TO PERSONAL EXCELLENCE

**Why “one-size-fits-all”  
training **doesn’t** survive  
real work.**

**Professional excellence is no longer a single skill.  
It is a system of capabilities.**

This integrated learning experience builds the mindset, skills, and behaviors required to operate effectively in modern workplaces, without compromising resilience, balance, or sustained performance.

## WHY PROFESSIONAL EXCELLENCE HAS BECOME A CRITICAL CAPABILITY

Modern workplaces demand more than technical competence. They require professionals who can self-manage, adapt, prioritise, and perform across changing roles, pressures, and expectations.

### As a result

- Career progression becomes unclear
- Confidence fluctuates under pressure
- Stress impacts performance
- Time and energy are misdirected
- Potential remains underutilised

These challenges are rarely caused by lack of ambition or effort. They are caused by fragmented capability development and skills taught in isolation.

## GENERIC CORPORATE TRAINING PROGRAMMES

Most programmes are designed to be scalable, not effective.

### They prioritise

- Standalone skill sessions
- Generic frameworks
- Classroom comfort

What they rarely prioritise is **behaviour change in real working condition.**

Your Pathway To Personal Excellence is built to support performance when conditions are not ideal, not just when learning feels easy.

**Training that does not translate into behaviour  
change is not capability building**

This programme is designed to build connected, applied, and sustainable professional capability







Accredited and **quality assured**

# What this programme Prepares **you to do**

**Your Pathway To Personal Excellence** prepares professionals to operate with confidence, clarity, and consistency in real workplace environments, where expectations are high, priorities compete, and performance must be sustained over time.

The emphasis is on practical application, building habits that translate directly into how work is planned and delivered day to day.

## PARTICIPANTS DEVELOP THE CAPABILITY TO

-  Take ownership of performance and professional growth
-  Communicate clearly and confidently in workplace settings
-  Manage time, priorities, and workload more effectively
-  Navigate pressure, change, and competing demands with resilience
-  Apply structured thinking to career decisions and development
-  Contribute more consistently to team and organizational outcomes

The programme focuses on the mindsets, behaviours, and execution skills that underpin professional excellence, not in theory, but under real organisational conditions.

It is designed for immediate application and **measurable impact**.

## Programme structure and **delivery options**

### Programme Duration

15 learning  
hours (five-day  
programme)

### Delivery Format

Instructor-led  
(classroom or  
live online)

### Flexible Delivery

Adaptable for  
organisational  
requirements  
and team-based  
rollouts

### Organisation Bundles

Organisational  
packages and  
volume discounts  
available

## Instructor-led delivery

Every training unit is delivered by subject-matter experts with real-world professional and organisational experience — ensuring learning is grounded, relevant, and actionable.

# Curriculum Outline

Your Pathway To Personal Excellence is structured around focused learning units designed to build the core capabilities required for sustainable career growth and informed professional decision-making.

Each unit is **practical, structured, and immediately applicable supporting individuals to take ownership of their development in modern organisational environments.**

## UNIT 1: CAREER PLANNING AND DEVELOPMENT

This course establishes a clear understanding of how careers evolve within modern organisations and how individuals can actively manage their development over time.

### Participants explore

- What a career path is, including its different types
- The fundamentals of career planning and career development
- The five stages of career development and planning
- The difference between succession planning, succession management, and replacement planning
- How career growth links to skills development and long-term employability
- The shift from traditional HR activity to career-focused talent and human capital management

### Outcome

Participants gain the ability to evaluate their current career position, identify development priorities, and make structured decisions that support progression, growth, and long-term professional success.

## COURSE DURATION & TIMELINE

### Unit 1 at a glance

**Total duration:** 3 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 Career Paths and Development  
Exploring what career paths are and how individuals progress through defined stages.



##### Break



##### Session 2 | 45 minutes

Career Growth and Planning Frameworks  
Understanding the skills required to advance professionally.



##### Break



##### Session 3 | 45 minutes

Succession, Talent, and Career Management  
Differentiating between succession planning and human capital approaches

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

Self-Esteem and Confidence unit focuses on strengthening self-belief, emotional balance, and professional presence, enabling participants to **navigate workplace challenges with greater resilience, clarity, and assurance.**

## UNIT 2: SELF-ESTEEM AND CONFIDENCE

This unit develops self-awareness and confidence as foundational capabilities for professional effectiveness, decision-making, and sustained performance.

### Participants explore

- The difference between self-esteem and self-confidence, and why both matter at work
- Traits of high and low self-confidence and how they impact behavior
- Techniques for strengthening confidence in challenging situations
- Strategies for managing setbacks, pressure, and self-doubt
- How to define and communicate a personal professional value proposition

### Capability outcome

Participants build practical self-confidence and emotional balance, enabling them to face workplace challenges with greater assurance, resilience, and control.

## COURSE DURATION & TIMELINE

### Unit 2 at a glance

**Total duration:** 3 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 self-esteem and self-confidence in professional contexts.



Break



#### Session 2 | 45 minutes

Strengthening confidence and managing pressure constructively



Break



#### Session 3 | 45 minutes

Applying confidence skills to real workplace challenges and decisions

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

The Stress Management unit equips participants with practical strategies to recognise, manage, and reduce workplace stress; **supporting sustained performance, wellbeing, and professional effectiveness under pressure**

## UNIT 3: STRESS MANAGEMENT

This course develops practical awareness and techniques to help participants manage stress effectively in professional environments, balancing performance demands with personal wellbeing.

### Participants explore

- Understanding stress and its impact in the workplace
- Identifying the causes, signs, and symptoms of work-related stress
- Practical strategies for managing stress under pressure
- Techniques for prioritization, time management, and task control
- Approaches to maintaining a healthy work–life balance

### Capability outcome

Participants apply practical stress-management techniques that support resilience, focus, and sustained performance in demanding work environments.

## COURSE DURATION & TIMELINE

### Unit 3 at a glance

**Total duration:** 3 hours

**Format:** Instructor-led

**Structure:** Modular, session-based delivery



# Curriculum Outline

The Time Management unit focuses on building practical skills to manage priorities and workload effectively in modern work environments, **supporting productivity and sustained performance.**

## UNIT 4: TIME MANAGEMENT

This course develops core time management and organisation skills that support individual effectiveness, productivity, and professional growth.

### Participants explore

- What time management is and why it matters in the workplace
- Key principles of effective time management
- Planning and programming time to improve focus and productivity
- Identifying and overcoming barriers to effective time use
- Organizing work to reduce stress and improve efficiency
- Applying time management techniques to day-to-day work

### Capability outcome

Participants develop the ability to manage time and priorities more effectively, improve productivity, reduce stress, and maintain control over workload and deadlines in professional settings.

## COURSE DURATION & TIMELINE

### Unit 4 at a glance

**Total duration:** 3 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 time management concepts, key principles, and the importance of organising time effectively



Break



#### Session 2 | 45 minutes

Applying time programming techniques to prioritise tasks, manage workload, and improve productivity.



Break



#### Session 3 | 45 minutes

Identifying obstacles to effective time management and applying practical techniques to manage pressure and work efficiently.

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 course **develops the mindset capabilities that underpin long-term performance**, adaptability, and self-leadership.

## UNIT 5: SUCCESS MINDSET

This unit supports participants in building a growth-oriented approach to work and life, strengthening confidence, resilience, and personal accountability.

### Participants explore

- The concept of success and how mindsets shape outcomes
- The difference between fixed and growth thinking
- Building confidence and self-efficacy
- Developing a positive, solution-oriented attitude
- Setting personal and professional goals
- Receiving feedback and constructive criticism effectively

### Capability outcome

Participants develop a stronger sense of purpose, confidence, and ownership enabling them to pursue goals with clarity, resilience, and sustained motivation.

## COURSE DURATION & TIMELINE

### Unit 5 at a glance

**Total duration:** 3 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

Exploring success concepts, values, priorities, and growth thinking.



Break



#### Session 2 | 45 minutes

Building confidence, accepting feedback, and strengthening self-efficacy.



Break



#### Session 3 | 45 minutes

Creating a future vision, setting goals, and preparing a personal success plan.

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 focused on application in real workplace conditions, where priorities compete, accountability is shared, and performance matters.

## PARTICIPANTS EXPLORE

- ✓ Apply course tools directly to real workplace scenarios
- ✓ Reflect on current challenges and performance barriers
- ✓ Identify practical actions they can take immediately
- ✓ Transfer learning into day-to-day work behaviors
- ✓ Build capability that performs under real organizational conditions

## THIS PROGRAMME IS DESIGNED FOR



Early-career professionals



New employees or role transitioners

## COURSE PREREQUISITES

No prior specialist training is required.

The course is suitable for participants at an early career stage or those transitioning into professional roles and seeking to build core workplace capabilities.

## 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

### Performance Under Pressure

Operate effectively in fast-moving, high-accountability environments

### Clarity in Collaboration

Communicate and collaborate with confidence when it matters most

### Stronger Decision-Making

Make better decisions through heightened behavioural awareness

## The result:

More capable individuals. Stronger teams.

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

#### **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.



#### **DESIGN**

Build training that fits the sector



#### **DELIVER**

Teach through Saudi SMEs and practitioners



#### **SUSTAIN**

Embed the change inside organisations

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

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