

Prepered by **KNOW HOW** 

### **ABOUT US**

We believe in you. We believe everyone has potential. But sometimes it's about finding ways to unleash all that you can to grow on both perrsonal and professional level. underlying passion With an commitment to the UAE and founded by UAE nationals, we at Know How, identify the need for a locally based training and Human Resources consultancy, that operates international standards tο make positive impact and change happen.

Know How is the only consultancy in the region that have conducted ongoing research on Emirati personality types based on the assessment of 7,000 UAE nationals, to better understand what motivates and attracts them.

With over 20 years of experience in the region, we have worked with almost every Abu Dhabi Government entity to enhance their level of excellence.



# MYERS-BRIGGS TYPE INDICATOR ASSESSMENT (MBTI)

MBTI is a self-report questionnaire indicating different psychological preferences on how people perceive the world and make decisions.

It will benefit the individual with a greater understanding of team members, clients and contacts outside the immediate work team.



#### SELF-DEVELOPMENT

This course will help participants to explore self-development and its applications, understand the qualities for success, importance of self-confidence and to clarify their own personal values.



## CONFIDENCE BUILDING AND ASSERTIVENESS

This course will help the participants to assess, build and strengthen their self-confidence and make use of effective techniques for behaving more assertively when dealing with others during difficult situations.



#### BASIC COMPUTER SKILLS

This course is aimed at individuals who are looking to improve their computer skills whether they want to make an appointment, bank online, search for a job or keep in touch with friends and families.



#### COACHING

Coaching is a dynamic, highly motivating and collaborative process focused on the development of individuals by helping them reach their personal goals and objectives.



#### DRESS THE PART

This course will help the participants dress the part while staying true to themselves and offer key advice on how to transform their current image to one that is more professional and truer to their identity in small and easy steps.



#### SCATOLA DI MODA

Scatola Di Moda is a personal styling service created by Know How for Management Consulting and Training. Our team of consultants and trainers who have served individuals and companies for many years have noticed that there's a lot of demand on creating harmony between the inner and outer appearance.

Our psychologist will help the participants feel good and true to themselves from the inner appearance by coaching them. Followed by the assistance of our stylist who will reflect the good image so they will look good from the inside and outside.



## WELLBEING AWARENESS SESSIONS

We are running regular webinars sessions to remain committed to our ambition. Some of the Topics are the following:

"It's Okay not to be Okay"; "Physical Mental wellbeing during pandemic", "Coping with Covid-19 mentally", "Balancing work & life efficiently", "Purpose in life"...