

NADIA ALI ALMHEIRI

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EXPERT TRAINER & COACH

A passionate Emirati whose life mission is to help people prosper using the science positive psychology, emotional intelligence and neuroscience. She's using her excellent executive coaching and training skills towards achieving her goal. Through training and coaching, Nadia helps her clients flourish by creating awareness that energizes them to set, achieve and maintain work/life goals with emphasis on growth mindset, intrinsic motivation and authentic leadership.

CORE COMPETENCIES

- Developing and executing training and learning programmes
- Building constructive working relationships
- Effective leadership
- Staff nurturing and coaching
- Shaping business strategies
- Planning and directing operational/personnel resources
- Designing relevant policies and procedures
- Evaluating competence and identifying gaps
- Assessing performance gaps and developing gap-closing strategies
- Developing work frameworks and guidelines
- Stakeholder Engagement

KEY SKILLS

- **Emotional Intelligence/Influencing and Partnering** – Adept change agent possessing personal traits of being engaging, energising and collaborative, along with a strong record of supporting organisations in achieving goals while leading teams. Action-focused, flexible and responsive professional with expertise in building and maintaining effective network of potential clients, board and C-suite contacts.
- **Personnel Motivation and Executive Coaching** – Exhibits an ambitious and innovative attitude while working in fast-paced environment and possesses exceptional skills in transforming ideas into reality through effective execution. Highly competent in implementing creative approaches and appropriate solutions to resolve complex problems. Showcasing outstanding leadership skills and serving as a role model for organisational personnel, resulting in engaging and motivating employees to deliver superior performance.
- **Strategic and Result Orientation** – Reliable expert with a proven record of delivering expected results or solutions and meeting clients' needs with great attention to detail. Demonstrating strong business acumen and acquired expertise while handling and engaging in broader business issues. Extensive experience in identifying, assessing, devising and serving business solutions. Highly competent in employing a client network which included public and private sector organisations.
- **Organisational and Leadership Skills** – Proven capability to provide strategic insights and give guidance in project direction and outcomes. Expertise in steering service innovation and delivery in complex and ever-changing environments through high level of quantitative and qualitative capabilities as well as critical thinking skills. Strong leadership experience, including a proven ability to adapt to unanticipated challenges. Expert at both conceiving and executing leadership development projects with clear evidence of enhancing leadership performance, improving quality and generating sustainable change.

KEY ACHIEVEMENTS

Leader

- **Goal:**
 - Impacting the lives of individuals, organizations and community through EQ and Positive Psychology coaching and training.
- **Leadership, Strategic Planning and Innovation** –
 - Led the development and implementation of Smart Guidance Device, an innovation which was exhibited at the World Government Summit 2017, an e-learning device that enables workers to self-learn about the UAE labour law in eight different languages.
 - Won 'Best Mobile Government Service Award' for 'Wajjehni' App. at the World Government Summit 2016.
 - Implemented flexitime working hours and set up an employee suggestion system for a federal government organisation.
- **Improving Business Processes** - Instituted an automated inquiry system to facilitate ease of obtaining information on queries received and data on number/nature of inquiries, and proposed recommendations for improving business procedures.
- **Corporate Relations – Spreading Awareness** - Participated as a keynote speaker and a panellist on subjects such as; 'Emiratisations', 'Embracing Cultural Diversity' and 'Minimising Labour Unrest' at different conferences and seminars.

WORK EXPERIENCE

- CEO – AlMuatheroon Training – Expert Trainer & Coach** **2016 – Present**
- Conducting training courses, workshops and seminars in different areas such as human resources strategies, emotional intelligence, happiness and innovation.
- Director of Guidance, Ministry of Human Resources & Emiratization** **2014 – 2016**
- Devising and implementing strategic initiatives for Guidance Department's.
 - Spread awareness on labour law and policies among labourers and business owners.
 - Maintaining continuous channels of communication with the nationals working in the private sector.
- Director of Human Resources, Ministry of Labour** **2007 – 2014**
- Formulated the HR department strategic plan and supervised initiatives implementation. Managed day-to-day activities of the HR department and was instrumental in implementing HR functions such as manpower planning and budgeting, recruitment and selection, training and development, policies and procedures, formulation and implementation, and updating HR functions and systems and rewards and benefits.
- Assisting Director-Planning Office, Ministry of Labour** **2005 – 2007**
- Analysed labour market statistics and presented labour market reports to the higher management.
 - Ensured that the labour ministerial orders and circulars were being accurately and thoroughly implemented by labour offices.
 - Oversaw the interdepartmental communication between the undersecretary and the heads of the labour offices.
- Training Officer, Dubai Ports, Customs & Free Zone Corporation** **2001 – 2005**
- Effectively analysed the training needs in collaboration with the managers and staff and evaluated the effectiveness of training programmes with the help of questionnaires, interviews, observation and surveys.
 - Played a vital role in the preparation of the annual training plan; also compiled training manuals and coordinated training programmes and courses.

EARLY CAREER

Teacher, RAK Educational Zone **1994 – 1999**

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

- Master of Public Administration, University of Kansas, USA** **2012**
- B.A. in English and Translation, Ajman University of Science & Technology, UAE** **1993**
- IT Diploma, Ajman University of Science & Technology, UAE** **2001**
- HR Diploma, Australian Human Resources Institute (AHRI)** **2009**
- Graduate of the UAE Government Leaders Programme - Executive Leaders Category, Prime Minister's Office** **2014**
- Diploma in Learning and Development Practice (DLDP), Chartered Institute of Personnel and Development (CIPD)** **2014**
- Public Sector Innovation Diploma, University of Cambridge – Judge Business School** **2017**
- Certified Master Trainer Diploma, Illaf Train** **2017**
- Six Seconds Certified EQ Practitioner & Assessor** **2017**
- Certified Accelerated Learning Practitioner – Dubai Accelerated Learning Center** **2018**
- Results Certified Coach – Neuro Leadership Institute** **2018**
- Positive Psychology: Martin Seligman's Visionary Science** **2018**

PROFESSIONAL AND PERSONAL PARTICIPATION

Speaker, ADORE Conference (Emotional Intelligence in the Era of Artificial Intelligence)	2019
Speaker, Emiratisation Summit	2015
Speaker, Government HR Summit	2014
Speaker, HR Summit and Expo	2013
Speaker, cultural awareness presentation for new teachers, American Academy	2013
Speaker, cultural awareness discussion session (Emirati Woman) University of Kansas	2012