



ENHANCING & DEVELOPING SUPERVISORY AND MANAGERIAL SKILLS

Date & Venue:
19th July 2016 Movenpick Hotel Karachi
20th July 2016 Royal Palm Lahore

Workshop Investment:
24,000/- Exclusive of GST
Timings: 9:00 am to 5:30 pm

Course Facilitator:

Dr. Ahmed Magdy, CPLP®, CICTT
Freelancer Corporate Trainer | Keynote Speaker | Coach

Coaching & Peak Performance Expert, the Founder of Pro Coach Academy, the Author of success dioxide book. In his scientific pursuits, he worked with many leading scientific and training schools in the world, such as the University of Cambridge, International Coaching Federation ICF, and the association for talent development ATD.

“Leave Your Legacy”
-Ahmed Magdy



Books written by Ahmed Magdy

► Course Overview:

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it.

The "Developing Supervisory & Managerial Skills" workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

► Course Objective:

- Define the scope, nature and responsibility of the supervision role and the challenges this role places on them.
- Effectively communicate verbally and non-verbally with others.
- Apply their role as motivators.
- Identify their teamwork style and build an effective team.

- Practice professional techniques in providing positive discipline.
- Use different skills in interpersonal problem-solving and conflict management.

► Course Benefit:

- Define requirements for particular tasks
- Set expectations for your staff
- Set SMART goals for yourself
- Help your staff set SMART goals
- Assign work and delegate appropriately
- Provide effective, appropriate feedback to your staff
- Manage your time more efficiently
- Help your team resolve conflicts
- Understand how to manage effectively in particular situations
- Understand what a new supervisor needs to do to get started on the right path

► Who should attend?

- Managers
- Supervisors

- Team Leaders
- People who are prepared for Managerial Position

► Methodology:

- This workshop is customized to suit the specific needs of you. This workshop is practical, relevant and highly interactive. We focus on sustainable change in mindset, skills and behaviors. There is a good blend of information sharing with personal reflection, assessments, practice sessions, and identification of application opportunities back at work. Group learning and discussions are encouraged with feedback and coaching from the facilitator.
- The Program will be various, diverse, and engaging to ensure bringing the ultimate material absorption by the learners including: Coaching role plays, Quizzes, Pre-Assignments, Listening and Communication Games, Questioning skills activities, and various coaching case studies.

Course Content:

Being a Supervisor Today

- Myths about Supervision
- Supervisors Key Tasks
- Essential Skills for Supervisors
- Responsibilities and Challenges
- Problems Supervisors Encounter

Communicating Effectively

- The Communication Process
- Approaches to Interpersonal Relationships with Employees
- Ten Commandments of Human Relations
- Developing Effective Listening Habits
- The Value of Feedback
- Techniques in Providing Feedback
- Guidelines for Assertive Communication

Motivating your Workforce

- Definitions of Motivation
- Myths about Motivation
- Motivation and Performance
- Different Workable Motivational Theories
- Building a Motivational Environment

Working with Teams

- Identifying your Teamwork Style
- Supervisors Involvement with Teams
- Team building stages (Tuckman's Model + Cog's Ladder Model)
- Team Process Facilitation
- Obstacles to Effective Teamwork
- Overcoming Obstacles to Effective Teamwork
- Team Decision-Making Procedures

Coaching for maximum performance

- Coaching GROW Model
- I CAN DO Model
- The art of asking the right questions
- Types of coaching
- Coaching case studies

Orientation and Positive Discipline

- Perceptions During Orientation
- Orientation and Follow Up
- Use of Progressive Disciplinary Practices
- Types of Reinforcement
- Applying Reinforcement Strategies

Creative Interpersonal Problem-Solving

- Interpersonal Problem-Solving Process
- Steps for Interpersonal Problem-Solving
- Encouraging Creative Thinking
- Applying Brainstorming Formats and Mechanics
- Key Conflict Management Skills



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Professional International Trainer in the areas of coaching and management skills. He trained a wide range of calibers in various governmental and private industries and sectors in the Middle East and Gulf Arab Regions.

Professional speaker inspires with his keynotes in numerous conferences and forums. Magdy is known for his distinct practical style, Updated tools and strategies, and his unique interesting experience that he takes his audience through.

Writer and author of "success dioxide", a book that combines the success elements in a unique chemical formula for maximum fully lived life, utilizing the power coaching tools that stimulate the mind to find answers to the most important questions of life.

Co-founder for "Cafe training", a training forum specializes in training of trainers and improving their performance by means of modern training tool to raise the industry to the highest international standards in the world.

Dr. Ahmed Magdy trains, speaks, coaches, and writes with a central mission to enable everyone to discover his authentic self to fly to new heights of success and excellence creating his legacy.

- Dr. Magdy is the Writer and author of "success dioxide"
- Dr. Magdy is the Writer and author of "99.5 Ideas to achieve, succeed, and leave a legacy"

"Leave Your Legacy"
-Ahmed Magdy



His Clientele



For registration(s) send us your Participants Name, Designation email, address & cell numbers Also please provide us organization's NTN #

register@quickbizgroup.com



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Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.