

Date & Venue:

03 August 2016 Movenpick Hotel Karachi

17 August 2016 Royal Palm Lahore

Workshop Investment: 12,500/- Exclusive of GST

Timings: 9:00 am to 5:00 pm



Course Facilitator

Naila Imran Sidat

ESSENTIAL MANAGERIAL AND MANAGEMENT PROGRAM

Course Overview:

Gain the core management skills you need to succeed!

This one-day power packed facilitation will teach you how to manage people and give you the crucial foundational skills to shift from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance.

Using guided role play, exercises and practice sessions, you will discover how to adjust your management style and tackle new challenges. In-depth management skills practice using the Situational Leadership® II model combined with interactive activities take you through the paces of motivation, delegation, coaching, communication, performance management and leadership. You will be able to improve on key weakness areas, play to your strengths and get the best results from every member of your team.

Course Content:

▶ Your Role as Manager

- Identify qualities and abilities required for effective management
- Understand your role and responsibilities as manager
- Learn to transition from individual contributor to manager
- Know how to work effectively with a multigenerational workforce
- Understand the nuances when managing remote teams and across the matrix

▶ Performance Management

- Identify the challenges to effective performance management
- Understand and conduct performance planning, facilitation and evaluation
- Practice the skill of setting goals, providing effective feedback and conducting alignment discussions

▶ Effective Communication

- Recognize what effective communication really is
- Understand the communication process
- Know the barriers that can cause derailment and misunderstanding
- Identify the relative importance of face-to-face communication
- Get a firm grasp of the five building blocks of managerial communication
- Learn to match the right communication method with your communication goal
- Identify the challenges and practices when communicating virtually

▶ Understanding and Appreciating Situational Leadership® II: The Art of Influencing Others

- How to develop people, value differences and encourage honest communication
- Develop your leadership style to gain commitment from employees
- Match your leadership style to the your developmental needs and task at hand

▶ Coaching for Performance

- How does coaching develop, enhance and achieve goals
- Know the requirements and importance of coaching
- Practice coaching and correcting difficult and challenging behaviors
- Use the AMA Guide for managing a coaching discussion
Identify the differences between coaching and discipline

▶ Creating a Motivational Climate

- Define motivation and your role in creating a motivational setting
- The cost of demotivation and disengagement
- Recognize important elements of the motivational process
- Create your own practice for building a motivational climate

▶ Delegation for Growth and Development

- Understand the different types of delegation
- Know the benefits and challenges of delegation
- Recognize your comfort with delegation
- How to conduct an effective delegation conversation
- Practice your delegation skills

Learning Outcomes:

- Gain a deeper understanding of your roles and responsibilities
- Improve communication to effectively set expectations for yourself and your direct reports
- Adapt your leadership style to meet the needs of individual team members
- Communicate organizational goals that get results
- Apply delegation strategies to increase productivity and motivation
- Use effective coaching techniques to maximize your team's performance

Who should attend?

Managers with one to three years of experience who are seeking additional management training.

Course Facilitator:

Naila Imran Sidat

Naila Imran Sidat is a graduate of Institute of Business Administration (Karachi) 2001. She has been a part of the brand management team at Clover Pakistan Limited- a group subsidiary of the Lakson Group of Companies. Her passion for teaching made her launch her academic career with various leading management sciences universities of Pakistan including IBA, SZABIST, PAF-KIET, Greenwich, Lecole and Iqra University, to name a few with whom she is attached as a visiting faculty.

Her professional experience has been with Clover Pakistan, a group company of Lakson Group where she was the part of the brand management team. She has also been associated with assessment development for various banking exams.

She has trained various candidates and students in Communication Skills, Creative writing skills, Interview and Presentation skills, Train the Trainer, Team leadership, Office Procedures, Office Administrative Skills and Responsibilities, Negotiation Skills, Interpersonal skills, Excellence in Customer Service, Front Staff Training etc.

Her courses are designed to be highly interactive by conducting group discussions to share knowledge & experiences, contain hands-on individual & group exercises, motivational videos and brain-teaser questions from time to time. The session provides individuals the opportunity to work with each other in form of groups thus helping them understand how to work with new people and yet get the task completed. The sessions are designed such that by the end of the day's session, each participant has at least once presented in front of the group thus helping those with public speaking freight to overcome their fear and others to have a chance to improve upon their skill.

At the end of the session the participants gain an in depth understanding of different concepts, have used various tools & techniques that can be practically used in office and have an effective support material to refer to for future use. Also the participants have an opportunity to develop social networking thus giving them a life time opportunity to increase their professional circle.