



Date & Venue:
22nd May-2017 Movenpick Hotel Karachi
25th May-2017 Park Lane Hotel Lahore
Timings: 9:00 am – 5:30 pm
Course Fees: PKR 18,500/=

Course Facilitator:
Saadi Insha



Essential Supervisory & Managerial Skills

About the Program

Employees are often promoted to supervisory / managerial positions on the basis of superior performance in their previous roles. The skills required to succeed as a supervisor / manager however, are totally different from those of a solo contributor.

This program aims to develop the essential competencies required to succeed in a supervisory / managerial position. It is designed for both existing supervisors/managers who have not received any formal training for these positions and for high potential employees who may assume these responsibilities in the future.

Course Outline:

Role of a Manager/Supervisor

- Mental Shift – Solo Contributor to Steward of Resources
- Functions of Management – Planning, Organizing, Staffing, Leading, Controlling

Supervisory Communication

- The communication process
- Effective listening & speaking
- Giving effective work instructions
- Delivering constructive feedback

Delegating Effectively

- Benefits of delegation
- Overcoming barriers to delegation
- Five steps to effective delegation

Motivating Staff

- Overview of major theories/models
- Maximizing motivating and minimizing de-motivating factors at work

Fostering Teamwork

- What makes a 'real' team?
- Characteristics of effective teams
- Team evolution and manager's role at each stage

Who Should Attend?

Potential Managers: High potential employees identified for future managerial positions
Junior Managers: Those new to management positions or those who have not received any formal training in supervisory / managerial skills.

Methodology

Learning is facilitated through a variety of methods including:

- interactive presentation
- experience sharing
- self-analysis
- demonstrations
- team based exercises



Course Facilitator:

Saadi Insha



A leading trainer, facilitator and inspirational speaker, Saadi is passionate about helping organizations unleash the untapped potential of their most valuable resource – their people.

Workshop participants have consistently described his programs as ‘superb’, ‘inspirational’, ‘thought provoking’ and ‘outstanding’. He packs his trainings with rich, result oriented content, engaging activities, topical humor and is known for communicating with a zest and energy that is highly contagious. Since 2001, Saadi has trained thousands of employees from leading national and multinational organizations in Pakistan through his public and in-house programs. He has also facilitated workshops and led high conference events in Dubai, Turkey and Thailand and has addressed various universities and professional forums as a Guest Speaker.

Saadi holds an MBA and a Gold Medal from the Institute of Business Administration and has attended numerous personal and professional development programs both in Pakistan and abroad. He has worked for three different industries and prior to becoming an independent trainer, was managing the training function at a leading financial institution.

In 2015, Saadi launched *Mysteries Within* – Pakistan’s first mystery entertainment show. Engaging participants in fascinating mind games related to ESP, Mind Reading, Lie Detection, Subliminal Influence and Impossible Predictions, *Mysteries Within* provides a form of interactive entertainment most people have never experienced before.

Testimonials

“We have consistently found Saadi an awe inspiring trainer and motivational speaker.”

HR Director, Reckitt Benckiser Pak. Ltd.

“Your energy, eagerness and sincerity struck the right chord with our people ...Well done!

Chairman & CEO, Philips Electrical Industries of Pakistan Ltd.

“...a brilliant resourceone of the best in the business”

GM HR, Training and OD, Pakistan State Oil

“Thank you very much for the outstanding workshop conducted during our Annual Sales Conference. All participants thoroughly enjoyed your discourse which was interesting, informative, enlightening and extremely motivating. On behalf of the Jubilee team please accept our sincere appreciation and gratitude.”

EVP Operations, Jubilee General Insurance Co. Ltd.

“We have received very positive feedback from our employees, they found the tools to be practical and easily applicable at work. Thank you for all your support.”

Pepsi Cola International (Pvt.) Ltd.

“It was an enlightening session which convinced the audience about the immense potential they all possess and the wonders they can achieve if they start believing in themselves.”

GlaxoSmithKline Pak. Ltd.

“The timing was perfect to handover the floor to Saadi for the very last session of our mid-year conference – 2015. This high energy, thought provoking session completely grabbed the participants till the last minute...Thank you very much..”

Sandoz Division, Novartis Pharma (Pakistan) Ltd.

“The overall rating for Saadi’s course has been excellent... It was a great learning experience”

Pak Kuwait Takaful Company Limited.

“Astonishing...Mind Boggling....Absolutely Unbelievable!”

Feedback for *Mysteries Within*

Clients



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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