



Course Facilitator

Sam Dossa

Consultant / Coach / Trainer
/ Public Speaker

MANAGERIAL SKILLS FOR FIRST TIME MANAGERS AND LEADERS

Date & Venue:

04 October 2016 Royal Palm Lahore

06 October 2016 Movenpick Hotel Karachi

Workshop Investment:

32,500/- Inclusive of GST

Timings: 9:30 am to 5:00 pm

Course Overview:

The training program is design to provide clear information, saves time and frustration, connects the participants with the instructor, and gives participants the skills and techniques to be highly effective leaders.

You will be working on your company's mission, built your strategy and set your objectives. You feel confident you've got the right team in place. What matters now is getting the team on board. As a Leader, inspiring people to follow you in pursuit of your company's mission is your job. You have to give your team an encouraging vision and an identity. It's your responsibility to make sure the team is fully engaged with a clear sense of direction as well as a self-perpetuating momentum.

Once you do that, you become a Transformational Leader. This workshop will help you to create an inspiring vision of the future, motivate people to buy into and deliver the vision, and finally successfully manage delivery of the vision.



Course Agenda:

1. What makes a high effective leader?
2. How to manage performance effectively
3. How to lead teams with different values
4. How to motivate / inspire your team
5. How to manage change effectively
6. How highly effective managers communicate
7. How to get the best out of your team

Course Objectives:

Whether you are just starting out in management or are at the top of your game with the responsibility to implement and organization-wide policy. It is widely recognized that coaching is an effective tool to empower your staff, manage performance, and retain talent within your organization. This programme is design to support the development of leadership skills blend with coaching and mentoring skills and techniques in order help individuals, teams and their objectives.

Who should attend?

Whether you are just starting out in management or are at the top of your game with the responsibility to implement and organization-wide policy, this programme will provide you with the knowledge and skills you need to get the very best of your team. It is equally applicable to those who want to establish themselves as a professionally, or those who want to develop their leadership and coaching skills. It is widely recognized that coaching is an effective tool to empower your staff, manage performance, and retain talent within your organization. This programme is designed to support the development and leadership skills and techniques in order to help individuals, teams and achieve their objectives.

- Newly Appointment Team Leader / Manager
- Sr. Team Member

Methodology:

My delivery approach combines various methodologies and learning formats which include videos on topics such as Leadership, presentations, group discussion/team exercises, games, case studies and role plays where possible.

Practical discussions are facilitated showing learners how the theoretical knowledge learned during the facilitation process can be practically applied in the workplace. Learners are required to identify how the specific theoretical knowledge can be applied by analysing their organization's policies, procedures and projects to identify gaps or potential weaknesses which can be improved through the application of their new theoretical knowledge.

Course Content:

Managerial Skills for first time managers & team leaders ICEBREAKING activities

- What makes a highly effective leader
 - What are your current challenges / expectations of course commitment
 - What's the role of Manager / Leader
 - Difference between leadership / Management
 - Qualities of an outstanding manager
 - Group Activity / Videos
- How to manage performance effectively
 - Coaching your teams
 - Grow Model
 - Performance based coaching VS Personal Coaching
 - Group Activity / Videos
- How to lead team with different values
 - Colour Chart
 - Communicating through Colour
 - Group Activity Group Activity
- How to motivate/Inspire your team
 - Affinity chart – Post it Notes
 - Group activity – wall of motivating / inspiration
- How to manage change effectively
 - How do I embrace change
 - 8/9 steps to change
- How highly effective managers communicate
 - Listening skills
 - Presentation skills
 - Communications skills
 - Group Activity
- How to get the best out of your team
 - Emotional intelligence
 - Build rapport
 - Praise / celebration (Quality / Strength / Benefit)
 - Group Activity



Course Facilitator

Sam Dossa - Consultant / Coach / Trainer / Public Speaker

10 years of extensive working experience as a freelance consultant / coach / trainer & Public Speaker independently and as a co-trainer with other qualified professional trainers.

I have served multinational companies in different capacity & provide capacity building with followings; Century link, British Telecoms, CBT Systems Limited, Department of Works & Pensions (DWP), Empowering Youth; KI Work; Ismaili Council for European Union; Workoco; Fireworks Coaching; Create your destiny, Twickenham Academy, London Borough of Richmond, Slough Grammar School and SPELT (Karachi – Pakistan)

I have worked with Executives individually to explore better understanding of their work / life

balance in business and individual life. Reconnoitre opportunities in finding better work / life balance.

I have coached individual candidates in exploring life issues and helping them achieving the best positive optimum results.

I have done several group coaching on team building including team issues, create team plan, building customer rapport within team and achieving successful team results.

I have facilitated variety of workshops e.g. Art of Coaching; Performance based coaching; Team Building; Goals Setting using vision board and customized courses for individual clients.

Clientele



Testimonials:

Evelyn Abey Sekera – Veritas Management Consultancy Limited

Sam is a passionate trainer and coach. His knowledge and passion which he inputs in his workshop is phenomenal, very insightful, useful and enjoyable. His experience makes the workshop more practical has fantastic results. I highly recommend his workshop to others.

Nick Lawer-Jones - Knowledgebase Manager at ADVA Optical Networking

Sam is a passionate career coach, who, even at our first meeting, seemed to know my CV better than I did! He has been supportive and friendly, and has helped me reprioritize and refocus in my work and home life. His advice has improved my quality of work and energized me to widen my career options, allowing me to create a better work/life balance. I would recommend him to anyone, working or not, as he has a gift of identifying your core skills and the means of bringing them to the fore. Thank you, Sam.

Fabio Salomao - Program Manager / PMO Manager / Director - VODAFONE

I worked with Sam this year and was very happy with the support received. Sam is a great listener and asks the right questions which lead to engaging conversations and insights. As a result of meaningful suggestions and guidance, he helps cutting through the noise and enables new perspectives, raising awareness and seeing new opportunities during the process of moving forward - professionally and in life.

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.