

2 Days Corporate Workshop



MANAGERIAL SKILLS LEVEL 1

Managerial Skills Level 1

Workshop Overview

As the business environment gets more dynamic, organizations are rapidly evolving and the role of supervisors and first line managers is becoming more diverse. Today's successful organizations have recognized the need to train these first time managers in managerial skills. They must learn how to shift their mindsets to become effective managers.

A manager can directly affect the productivity of several employees. He has the responsibility to manage not only his own time and performance but of his staff as well. It is therefore necessary for managers to be able to get the best results from themselves and others. They are also required to act as a leader to motivate, develop and link everyone with the organization's vision.

This two day workshop offers your first line managers the opportunity to develop a wide range of managerial skills covering both interpersonal and professional areas. It enables them to broaden their thinking, adapt changes and learn tools to meet workplace challenges. Participants will learn to take more responsibility, communicate effectively and help team members contribute to their best.



Workshop Contents

Module 1 - The Manager's Mindset

- ◆ Understanding the demands of being in a managerial role
- ◆ From individual contributor to a team lead
- ◆ POLCA Framework of Management
- ◆ Core Managerial Skills
 - Conceptual Skills
 - Interpersonal Skills
 - Communication Skills
 - Effectiveness Skills

Module 2 - Planning Skills

- ◆ Goal setting and Forecasting Fundamentals
- ◆ Personal vs. Professional Goals
- ◆ Journey from Dreams to Goals
- ◆ Identifying resources and barriers
- ◆ Planning to achieve goals

Module 3 - Problem Solving and Decision

- ◆ Problem Solving framework
- ◆ Identifying and evaluating Alternatives
- ◆ Decision Analysis

Module 4 - Communication Skills

- ◆ Knowing your communication style
- ◆ Understanding the Communication Process
- ◆ Communication Strategies
- ◆ Listening Skills



Workshop Contents

Module 5 - Building Trust Based Relationship

- ◆ IPR Fundamentals
- ◆ Living with Values and ethics
- ◆ Building and managing trust

Module 6 - Conflict Management

- ◆ Knowing your conflict management styles
- ◆ Conflict Management Strategies
- ◆ Handling difficult people and tense situations
Displaying skill and tact when addressing interpersonal problems.

Module 7 - Personal Leadership

- ◆ Knowing your leadership styles
- ◆ Developing leadership competencies
- ◆ Personal Leadership Journey

Module 8 - Team Management Skills

- ◆ Stages of team building
- ◆ Aligning team with the vision
- ◆ Developing high performing culture
- ◆ Working as a team



FACILITATOR

A strong believer in immense human talent, Mobin enhances participants' performance and productivity by unleashing their leadership potential. A qualified mechanical engineer and an MBA from LUMS, he has a vast experience in trainings. He has been associated with this profession since 1996 and during this time he has impacted the lives of thousands of participants by offering training in various fields of leadership, marketing, and management.

As a co-founder and Director of TD, Mobin brings latest knowledge and out of box thinking to the training industry. Mobin believes that every human being is a leader. It is only a matter of unleashing his/her potential that can transform them from being an ordinary individual into a pinnacle of human success. He helps participants

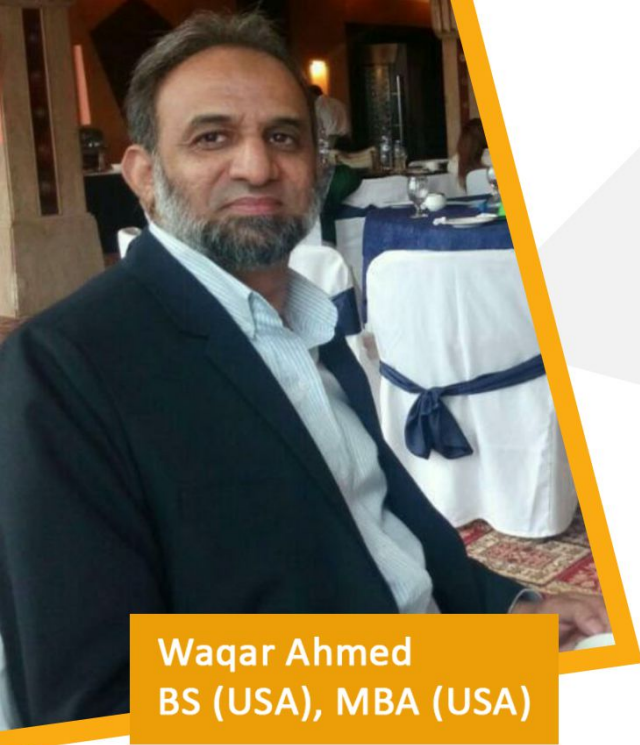
understand and practice fundamental leadership values and behaviors. He has worked in trainings with almost all national and multinational companies in Pakistan; some of the companies are ICI Pakistan, AkzoNobel Pakistan, FMC, HBL, Landi Renzo, Engro Corp, PepsiCo International, Frito Lays, Ali Akbar Group, PSO, 4B Group, Telenor, Nestle, GSK, Coca-Cola, UBL, etc.

Mobin is a trekker and an outdoor lover. He brings his passion and training experience in TD's outbound workshops. As a lead trainer Mobin seeks to join people with nature and help them create work life balance to unleash their potential.

Mobin is a trainer and consultant in the fields of leadership, strategic management, sales and marketing and personal development. He guides organizations and facilitates teams and individuals with an all-inclusive approach encompassing all facets of leadership



Mobin ul Haque
BS Engineering, MBA, LUMS



Waqar Ahmed
BS (USA), MBA (USA)

FACILITATOR

Waqar is a professional management trainer and Director TD. Waqar has trained and coached thousands of business managers within and outside Pakistan. His training areas include team development, group motivation, personal excellence and selling & negotiation skills.

Waqar has facilitated learning internationally for over 20 years and brings a wealth of real-world experience to the participants. Waqar works with organizations ranging from blue chip, military, government, academia and nonprofits. His highly customized training workshops have become instrumental in helping individuals and teams achieve higher performance and exceptional results smoothly and more collaboratively. His clients include names like OIC, Nestle, Coca-Cola, Berger

Paints, Mobilink, Hush Puppies, PepsiCo, ICI, Archroma, Tapal Tea, Total, PTC, Pak Navy, Telenor, MOL, Kapco, Haier, Indus Motors, Nokia, Descon, Pak Army, CCL, GSK, Clariant, PSO, HBL, UBL, Faysal Bank, Engro, IGI, CHT, BOP, PPAF, Haleeb, FMC, Rafhan Maize etc.

Waqar uses his facilitation skills to help organizations improve their employee's relationships and productivity. Waqar creates a comfortable, participative and positive learning environment, which allows individuals and teams to exhibit their full potential. His enthusiastic and high-energy style, along with his ability to cater to the specific needs of clients create powerful and engaging experiences for participants.

Waqar's expertise in outdoor trainings are second to none. He has been conducting outdoor team building and Leadership Adventure (LA) programs for more than fifteen years. His innovative exercises along with powerful debriefs make him stand out in the outdoor training industry as well. From identifying the training needs of each individual to the selection of the outdoor training site. Waqar goes to extra lengths to make the program as customized as possible. He believes in developing transformational leaders resulting in performance beyond expectations.

ABOUT TALENT DEVELOPMENT COMPANY

We aim to help our society become a better place to live, by helping individuals and organizations unleash their talent

Talent Development Company (TD) is one of the leading training and consultancy service provider in Pakistan. TD offers a broad range of experienced consultants and trainers, who provide result oriented consultancies and highly interactive workshops. TD's strength lies in good understanding of our clients' needs and a high level of customization. The learning philosophy of TD reflects experiential learning that integrates workplace application and blends modern management philosophies for local market improvisation.



03006487111



www.talent.org.pk



executive-learning@talent.org.pk