



Pakistan Society for
Training & Development

Management Development Program Module I

Helping new managers quickly
develop essential managerial
skills



The competencies required to succeed as a manager are quite different from those of an individual contributor. Employees however are often promoted to managerial positions without being sufficiently prepared for this new & important role. This program aims to develop core managerial competencies to help both new managers fulfill the requirement of their current roles and to develop high potential employees for future managerial positions.

Methodology

MDP is a high engagement workshop in which learning is facilitated through a variety of methods including an interactive presentation, experience sharing, team based exercises, demonstrations, role plays, videos and short case studies.

Modules

Module I

- Role of a Manager
- Managerial Communication
- Delegation Effectively
- Fostering Teamwork

Module II

- Time & Stress Management
- Problem Solving & Decision Making
- Managing Conflicts
- Motivating Staff for higher Performance

Candidates can enroll for either or both modules as and when they are offered.

Benefits

- A smoother transition from the role of an individual contributor to a manager
- Improves success rate of first time managers
- Prevents potentially costly mistakes
- Improves support from team
- Higher team productivity & morale

Learning Objectives

Module I

- The differences between the role of a manager and that of an individual contributor
- The core functions of management
- How to effectively lead different types of employees
- How to prevent miscommunication, listen effectively and give clear directions & feedback
- The many benefits of delegation and how to delegate effectively in five steps
- The characteristics of high performance teams and the role manager has to play at each stage of team evolution



Trainer's profile:

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 across industries have 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 through his acclaimed public and in-house workshops. He has facilitated leadership and creativity workshops in Dubai, led high energy annual conference events in Thailand and addressed various universities and professional forums as a Guest Speaker.

Saadi holds an MBA and a Gold Medal from the Institute of Business Administration – Pakistan's premier business school. A lifelong learner, he has attended numerous personal and professional development programs in Pakistan and abroad.

After a fourteen year career spanning three different industries, Saadi left his last job as Training Manager at MCB Bank to work as an independent training consultant. He now facilitates open enrollment workshops and conducts in-house training for organizations that wish to inspire, energize and empower their teams to reach new heights of achievement.

Who should attend

First-time managers, experienced managers with no formal training in management, those considering a transition to a managerial role and high potential employees identified for future managerial positions.

FOR REGISTRATION DETAILS PLEASE CONTACT:

Plot # TC-3, 34th Street, Off Khayaban-e-Sehar,
Phase V Extension DHA, Karachi.

Huma.alvi@pstd.com.pk
+92 322-2039799

Shahzaib.ul.mulk@pstd.com.pk
+92 321-5359737

Bring this Program In-House

This workshop can be customized to suit specific needs of your organization which may lead to significant savings and increased benefits.

Please contact
Hasnain.abbas@pstd.com.pk
+92 21 358574894

Payment Terms - Please deposit the course fee in advance. Kindly prepare the cheque in favor of "Pakistan Society for Training and Development (PSTD)" and address it to Plot # TC-3, 34th Street, Off Kh-e-Seher, Phase 5 Ext. DHA Karachi along with the copy of this registration form. Please note that PSTD Cancellation Policy is activated as soon as an invoice is received by the client.

PSTD Cancellation Policy - Cancellations made at least 5 working days prior to the program will be refunded 50%. If a booking is cancelled in less than 5 working days, no refunds can be given. Cancellations must be confirmed by a letter or email. Substitutions may be made at any time for the same program only. In case of the participant not showing up on the day of the training a replacement can be sent.