



Pakistan Society for
Training & Development

Basic Supervisory Skills



Supervisory roles in any organization are the pivotal most that translate each and every management decision, plan and strategy into actions to be implemented in day to day running of the organization. Course in a two day session is designed to provide a clear understanding of the responsibility and expectations from supervisors working as a link between the management and the front line employees to impact the results of organizations.

Course Format

- Instruction Modules
- Lecture Exercises
- Case Studies

Course Content

Basic Roles in Supervision

- Are you Ready to be a Supervisor
- Organizational Efficiency and Effectiveness
- Levels of Supervisors
- Responsibilities of a Supervisor

Personal Excellence

- Personal Organizing
- Time Management
- Leadership
- Communication
- Discipline

Building Effective Relationships

- Management Styles
- Interpersonal Relations
- Motivation a Key Ingredient
- Effective Team Development
- Why do Supervisors Fail

Developing Efficiencies, Meeting Targets

- Identifying and Eliminating Variation
- Training your Teams
- Implementing Systems and Procedures
- Preventing Waste - Economic use of Resources
- Tools for Control of Production and Quality
 - Is and Is not
 - Whats Changed
 - Check Sheets
 - Poka Yokes

FOR REGISTRATION DETAILS PLEASE CONTACT:

Plot # TC-3, 34th Street, Off Khayaban-e-Sehar,
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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
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Trainer's profile:

Mehdi Hasnain

Syed Mehdi Hasnain who is currently leading The Hunar Foundation as CEO, is one the leading Business, Operations Excellence and Resource Management brains in Pakistan at current. A unique career that started at grass-roots level in Pakistan working hands-on diverse Industrial manufacturing and installation projects in Power, Cement, Oil and Gas and Chemical sectors to factory floor management, developing hands-on retail businesses and on to leading Technical and Functional divisions at major Fortune 500 Firms in North America, Far-East and South Asia.

AMG is the exceptional recognized organization for Six Sigma Training in Pakistan accredited by the "Council of Six Sigma Certification" (seal affixed above). Mehdi Hasnain with 24 years of experience in manufacturing, steel, automotive, retail and electronics industries has served in USA as Worldwide Director of Quality with APC-Schneider; a multi-billion dollar world leader in Data Infrastructures and UPS systems, prior as Global Planning & Launch Manager with MEMC (Inventors of semi-conductor wafers \$ now listed as SUNEdison) and Product Manufacturing and Quality Champion with ITT Industries a conglomerate from MI. He has had the distinction of co-founding the first Pakistan based global e-commerce portals (among them Tohfay.com) winning the prestigious PASHA awards twice in Pakistan IT industry.

What will you learn?

Through this program your supervisors will get a clear understanding of what skills, knowledge and methods they must possess to qualify as supervisors and how can they become the most effective and efficient in the trade.

Who should attend

Course is designed for Line Supervisors, Assistant Managers, Managers and Operations Lead roles that engage in day to day organizing, leading, and controlling of human and other resources must be transformed first as individuals in order to transform the culture surrounding them next.

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.