

COMPETENCY ENHANCEMENT PROGRAM FOR MANAGERS

“Competence, like truth, beauty, and contact lenses, is in the eye of the beholder”



Concept:

Managing people to get the work done is most difficult function of a manager. Human psychology is complex and multidimensional. Understanding the Human Behavior in response to similar cues often found to be different in different individuals makes the job of manager more critical. Using different techniques to handle different individuals and to induce willingness to work for organizational goals make the job simpler, rewarding and enjoying.



Learning Objective:

Managers serve as the catalyst for converting business strategies into results and profits. This responsibility requires a manager to have a broader role and become experienced and capable in a wide spectrum of competencies and skills. The main objective of the program is to enhance the competencies of managers and to gain the practical insights on how to leverage talent by applying key management practices. This program includes a variety of tools to assist managers to enhance and demonstrate continuing competence.



Day 1

Program Overview

Day 2

Basic Knowledge and Skills:

- Where Manager fits in an organization?
- How to apply management theories at work place?
- What are the traits of an Effective Manager and Leader?
- How to create Positive Work Environment?
- What are the Opportunities and Incentives for High Performance?

Motivation Techniques:

- Motivation vs Enthusiasm
- Changing Mindset for Motivation
- Inducing Motivation for Teamwork
- What are the De motivators?
- Motivation and Islam

Managing Self and Organizing for Time Management:

- Importance of Times Management
- Delegation, Procrastination and Prioritization for Better Results
- What are Pareto Rule and Squirrel Attitude?
- What are Time Thieves and Time Savers?
- Time Wasters for Individuals and Organizations

Goal Setting and Achievement:

- Why people do not set Goals?
- Why people Fail to achieve Goals?
- Principals Job Description vs Key Result Areas
- SMART Goals
- How to set Goals?

Communication Skills:

- Communication Process
- Listening and Speaking Skills
- Employee Communication Needs
- What to do? To improve communication in the organization
- Body Language

Effective Presentation Skills:

- Pre-presentation requisites
- Is First Impression the Last Impression?
- How to Build and Retain Your Impression?
- Appearance, Body Movements, Gestures, Voice, and Language
- Role of Digression in Effective Presentation
- Incorporating Humor

Participation Criteria:

- Be self-motivated, confident and dedicated
- Be an enthusiastic learner, full of curiosity
- Be fluent in English and Urdu
- Act as an inspiring role model
- Minimum qualification – BA/BBA/BSc/B.com/BS

Learning Methodology:

- Interactive power point presentation
- Role plays
- Case Studies
- Brainstorming activities
- Physical exercises & engagement
- Videos

Program Take-aways:

- Learning
- Certificate of Participation
- Course Material
- Post Training Learning Material
- Post Training Assistance

"A competent leader can get efficient service from poor troops, while on the contrary an incapable leader can demoralize the best of troops."

Facilitator



Mr. Basharatullah Malik is a corporate trainer, senior management consultant, and faculty member at Radius Academy for Corporate Training (R-ACT). He has 35 years of practical experience with MNC's and others including **Citibank, Hoechst (presently Sanofi Avantis), National Fertilizer Corporation (NFC) and others**. He is the selected Trainer and councilor for the "High Achievers" - the stars having got 1st, 2nd and 3rd position in their respective Boards in Punjab (An initiative of The Chief Minister of Punjab). At both National and International levels, he has trained thousands of professionals on the lines of Management Practices, Supervision, Time Management, Goal Setting, Communication and Presentation Skills, Performance Management, Competency Enhancement, Positive Thinking etc. As a trainer, some of the clients he has worked with include **Coca Cola, Olympia Chemicals, Packages Pvt Ltd, Pak Elektron Limited (PEL), Bank of Punjab (BOP), Institute of Chartered Accountants of Pakistan (ICAP), Ministry of Finance, Government of the Punjab** and many more.

Who Must Attend?

For all those who need to manage the Performance & Competencies of themselves and their teams including:

- Managers (all levels) from private, NGOs and public sector
- Project / Strategy Team Heads, Program Managers
- Department Heads, Supervisors
- HR Professionals, Educators, Training Managers & Consultants
- Learners

Program Details:

Time: 09:00 - 17:00

Date: February 2 - 3, 2011

Venue: HotelOne, Lahore.

How to Register?

E.mail your nomination(s) to register@r-act.net

Send us your Full Name, Occupation, Organization Name, Mailing Address, Phone, and E.mail ID

For other options, please contact us

Tel: 042-3521-0038, 0322-450-7443

E-mail: info@radiusglobal.org

Website: www.r-act.net

Testimonials

"The content was very much useful and practical. I have learned a lot of new things that are easily applicable & have a high yielding rate than the other traditional approaches. Well articulated thoughts of Mr. Furqan had really added value to content of the program"

Faiq Wyne
AbacusConsulting

"I just wanted to let you know how happy I am with the training session conducted by R-ACT on sales. That session from start to finish on professional, knowledgeable yet friendly level was exemplary"

Uzair Tayyab
Packages Limited

"I can't ever remember a speaker in my career that had such unanimous vote of excellence from every single participant - I was literally inundated with praises for him - from personal admiration, to content, inspiration, motivation, his inter-personal skills are really second to none"

Dr. Adeela Rehman
Novartis Pharma

(People from these organizations has benefited from our training Solutions)

