



Effective Managerial Skills

As we climb up the corporate ladder moving from managing self to managing others, our work values, time applications and skills requirements change. These changes must match our job requirements. We must learn to give up few work behaviors and adopt others. Our time allocations and prioritizations change with the change in our deliverables.

The middle tier management is critical for the overall success of the organizations. The work behaviors and time allocations if wrongly adopted cost dearly to the organizations not only in deliverables but also in terms of lower motivation and morale of those reporting to them. Developing and Leading Teams, therefore becomes an important component of their job roles.

Benefits of attending

- Productive staff
- Effective motivators
- Increased productivity
- Relationship building
- Reduced workplace conflicts
- Greater profitability

Learning Objectives

- Setting & aligning smart goals for individuals and departments
- Assigning roles and responsibilities accordingly
- Managing Time and settings priorities
- Organizing self and others that you manage
- Performance monitoring, feedback & appraisals
- Effective communications across levels
- Creative problem solving and decision making
- Defining management styles and how these affect the team members
- Getting better results through motivation
- Leading to enhance performance



Contents

Day 1

- Self-assessment of Managerial Competencies.
- Identifying Managerial Competency needs
- Delegation skills
- Time management skills
- People Management
- Communication skills

Day 2

- Creative problem solving & decision making skills
- Team Management
- Motivation skills
- Leadership skills

Program Methodology

- Hands-on Practical Activities (through audio & visual tools)
- Assessments
- Interactive Group Discussions and Activities
- Outdoor/indoor Management Games and Exercises
- Brain Storming Sessions
- Debriefs and Facilitated Reviews

"This is one of the best seminars that I have ever attended. I enjoyed it."

*Mr. Adeel Shahid
Senior Manager Al-Falaj Plastics*

Effective people management is concerned with the goals and aspirations of the employees as well as the goals of the organization. On one hand Managers have to develop a greater insight to discover the feelings and potential of employees and on the other achieve optimal results for the organization. This program is designed to deliver and develop skills for the Effective managerial competencies and leadership behaviors required to enhance performance and productivity of Managers.

Who should attend?

Managers and floor supervisors who want to maximize their productivity as assigned floor/task in charges.

Program Dynamics

Level 1:	Basic
Level 2:	Advance
Duration:	02 days
Participants:	20-25
Venue:	on-site
Pre-training assessment:	Yes
Post-training report:	Yes
Memory Video & clips:	Yes
Training manual:	Yes
Training certificates:	Yes

Features

- A toolkit for hands-on available along with training manual

