



p r e s e n t s

Bonding with Cross-functional

**Nurturing the Spirit of Teamwork
to Enhance Productivity**

TEAMS

12 April 2012, Pearl Continental Hotel, Lahore | 13 April 2012, Sheraton Hotel & Towers, Karachi | 9:00 am - 5:00 pm

Course Facilitator: **Hassan Bin Rizwan**

...Only from Octara!!!



**Course
Facilitator:
Hassan Bin Rizwan**

Hassan Bin Rizwan is an entrepreneur, management consultant and conference leader with detailed professional experience in management consultancy and HR training both in the U.S. and Pakistan. From working as a salesman for CutCo Products, world's leading exclusive cutlery brand, to leading a US-based seed-phase start-up, HireLabs Inc., to a profitable acquisition; from providing sales capacity-building consulting to PepsiCo, U.A.E, to helping to launch the sales effort of 1st and 2nd Issue of Engro Rupiya Certificate, Hassan has had a cross-industry, cross-product experience of successfully leading and delivering goal-oriented projects, both at home and abroad.

As a consultant and facilitator, Hassan has worked with several local and international clients on short-term, high-impact projects that have delivered measurable results. His recent assignments include sales team development program of SSFL, U.A.E.; customized sales process improvement at Reckitt & Benckiser, Pakistan; sales capability enhancement at Pak Suzuki and sales team capacity-building at Maersk Pakistan. Hassan also leads a digital design agency that provides marketing services in the emerging media space. He speaks at local and international conferences and recently represented Pakistan at Asia HRD Congress in Malaysia.

Hassan holds a Bachelor in Electrical Engineering from the U.S. and an MBA from IBA, Pakistan. Hassan is a Project Management International (PMI®) certified project management professional (PMP®). He regularly attends courses and trainings both locally and abroad to enrich his own pool of knowledge and enhance his participants' learning experience.

Off the training floor, Hassan also hosted a weekly radio talk show on business affairs on Radio1 FM 91, Pakistan's premier radio station. Hassan also writes an active blog @ on a variety of topics related to sales, personal development and growth-oriented business strategies. He has also been featured in the live BBC World discussion program formerly known as 'Talking Point' on several occasions.



Participants of Hassan's previous course
"Business Communication Toolkit®"
held on 16 & 17 January, 2012.

Hassan has
trained participants from:



What delegates have said about Hassan's previous courses

"The program helped me identify and improve my personal and emotional strengths as a manager."
Talat Rabia, VP & Head of Corporate Sales, UBL

"Practical learning activities and excellent interaction throughout the sessions."
Ana Tassaduq, Training Coordinator – Bank Alfalah

"Great presentation and communication techniques for multiple business situations!"
Rahat Rafiq, Assistant Brand Manager – ICI Pakistan

"Overall a good, beneficial course. Hassan maintained a clear, focused and effective learning approach."
Sohail Qadir, Assistant Manager Investment Banking – Meezan Bank

Bonding with Cross-functional TEAMS

Workshop Theme:

Being able to work in cross-functional teams is a highly valued skill in today's workplace. With increasing reliance on coordinated processes and procedures, there are hardly any jobs that can successfully be completed without working closely with professionals from different functions. Working together to reach a shared goal is the foundation upon which all teams are based. Effective teams strive to improve performance, enhance cooperation, improve interpersonal relationships, and reduce conflict in order to reach a common goal.

Though seemingly easy, creating harmony and synergy could be quite a difficult task in some organizations. This one-day program focuses on those tools and techniques that leaders as well as team members can use to increase coordination and effectiveness among team members.

Most Valuable Benefits:

- Understand the characteristics of a cross-functional teams
- Critically analyze the teams you are a member of
- Work towards strengthening teams in your work area
- Employ ways to develop a personal bond with team members
- Facilitate decisions through building consensus and team buy-in
- Resolve conflicts by focusing on principles behind conflicting positions

Workshop Audience:

This program is well suited for professionals from different departments in the following cadre who work in teams toward a common goal:

- Officers & Executives
- Junior Managers
- Middle managers

Learning Features:

- Individual and group exercises
- Best-practices sharing
- Relevant self-discovering questionnaire
- Team activities
- Video-based activities
- Story-telling

Training Assessment:

Assessments are planned throughout the course to ensure that participants are able to understand the training content and also retain the key points for future implementation

Course Outline:

Understanding Cross-Functional Teams

- The element of diversity
- Conflicts and synergies
- The competition 'within'

Getting your team to PERFORM

- Understanding the team purpose clearly
- Empowering all the members
- Building strong relationships amongst members
- Ensuring flexibility of team processes
- Agreeing on a high standard of output
- Making recognition of effort a norm
- Keeping the morale high

Improving Communication among Team Members

- Foolproof steps to guarantee clear communication
- Employ active listening techniques to avoid possible communication blocks
- Highlight audience benefit in every communication

Moving from 'Team building' to 'Team Bonding'

- Difference between team building and team bonding
- Situations where team bonding is an absolute must
- Ideas that help members strengthen their bond with each other

Contribute towards Building a Strong Team Culture

- Settling on the team values
- Recognizing the team norms
- Developing positive and cohesive team rituals

Decision making in Teams

- The stakes involved in the problem
- Gaining consensus versus losing time
- Discussing decisions taken with team members
- Activity : Sea Survival

LEARNING ACTIVITIES

Video Ex

Participants will watch a video that will highlight how to get people to work toward a shared vision and common goal

Team Ex – Communication

A playful activity to introduce the idea of communication within a team and among different teams

Team Decision Making

Teams work together to solve a problem and reflect over their approach to draw parallel with problems at work

Team-Bonding

Participants work together to devise innovative activities to create a bonding culture within a team

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Workshop Investment

PKR **9,500/-** per participant

10% Group Discount
on 3 or more nominees

Course material, Octara certificate, lunch, refreshments & business networking

5 Easy Ways to Register



021-34534261
021-34520092



Octara Private Limited
2/E-37, Block-6,
P.E.C.H.S., Karachi.



021-34520708



register@octara.com



www.octara.com

Send your cheque in favor of “**Octara Private Limited**”

To: **Muhammad Imran Anwer** Octara Private Limited,
2/E-37, Block-6, P.E.C.H.S., Karachi.

Tel: 021-34534261, 021-34536315, Cell : 0321-2670041

Octara Cancellation Policy

Our Cancellation Policy is activated as soon as the duly filled signed & stamped Octara Registration Form is received from the client. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 6 months. Variance in the course fee will be invoiced or adjusted accordingly.

Service ICON

Ron Kaufman LIVE &! IN PERSON

UPLIFTING SERVICE

The proven path to Service Transformation for Sustainable Competitive Advantage

21 April 2012, Sheraton Hotel & Towers, Karachi

All participants will receive a complimentary copy of Ron's highly acclaimed book **UP YOUR SERVICE® INSIGHTS**

Watch Ron Kaufman speaking live at youtube.com/ronkaufman

Octara presents
2 highly acclaimed International Courses
with **Paul Walsh**

Course I
Creating ROI on HR Initiatives
21 March 2012, Sheraton Hotel & Towers, Karachi

Course II
Managing the Training Function
22 March 2012, Sheraton Hotel & Towers, Karachi