

present

# Enhancing Peak Performance for Administrative Professionals

A motivational and inspirational one day workshop for administrative and support professionals to make them pro-active players



Course Facilitator  
**Zaufyshan Haseeb**  
Managing Partner, Intek, UAE

5 August 2010, Pearl Continental Hotel, Lahore  
7 August 2010, Sheraton Hotel & Towers, Karachi  
9:00 am to 5:00 pm

## Key Benefits:

*This day long session helps administrative and support professionals by:*

- Providing them with the requisite skills and attitudes to perform at peak levels
- Helping them understand the difficult roles their managers face in the day-to-day supervision and motivation of their subordinates
- Encouraging them to support their supervisors and managers in the timely completion of all delegated assignments

## Course Overview:

*Are administrative and support professionals destined to undertake just routine run of the mill office jobs and day to day assignments, or can they play an increased role directly linked to the organization's goals, and bottom lines?*

This motivational and inspirational one-day workshop, examines in detail, the ways and means in which administrative professionals can play a more proactive and positive role by working closely with managers, supervisors and project leaders and understanding their requirements and issues facing the organization as a whole.

This lively and practical learning session has been exclusively designed to provide employees in non-supervisory and support positions with the knowledge, skills and attitudes to perform at peak levels in their professional and personal lives.

## Course Contents:

*This learning experience would help administrative professionals in*

- ✓ Being a holistic person
- ✓ Developing a healthy self-image
- ✓ Turning one's weaknesses into strengths
- ✓ Thinking positive always
- ✓ Motivating oneself
- ✓ Living a balanced life
- ✓ Communicating effectively
- ✓ Resolving interpersonal conflicts
- ✓ Understanding the roles and responsibilities of a supervisor's job
- ✓ Adapting and supporting one's supervisor
- ✓ Working as a collaborative team

## Course Format:

This workshop involves presentations, lectures, valuable tips and interactive sessions, and will deliver all its benefits by focusing on raising the confidence levels of administrative professionals and motivating them to play their roles in the organizational setup while meeting the requirements of their managers.

## Who Must Attend?

All administrative and support professionals, program and project assistants, coordinators, personal assistants and members of the secretarial corps who are working closely with supervisors and managers.

## For Registration

Tel: 021-34534261, 021-34536315, 021-34520093  
Fax: 021-34520708, 021-34546639  
E-mail: register@octara.com | [www.octara.com](http://www.octara.com)

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Book your seat by 26 July, 2010 and **SAVE PKR 1500**

## Course Facilitator Zaufyshan Haseeb



"I consider such exercises very effective. The environment & the ambience created by Zaufyshan were great. It allowed all the participants to be very candid, open & provided everybody with a platform to be on equal footing (leave the organization levels back at the office)."  
General Manager, Alserkal Group, Dubai, UAE

Zaufyshan, a gold medallist in M.Sc.-Behavioral Psychology and an extremely empathetic person, is dedicated to facilitate people in improving their lives. Zaufyshan had the opportunity of experiencing education in a diverse culture in Singapore, where she studied the method of "Imparting Education Without Stress" in young formative years.

She has extensive practical experience of the corporate world. Her prime areas are Stress Management, Strengthening Women in Management, Communication, Cross Cultural Trainings, Integrity, Self Development and OB. As per her belief, people sometimes limit their own progress by building barriers and self-defeating prophecies and she enjoys assisting them to successfully overcome them.

Her greatest strengths are in understanding the needs of participants and helping them to achieve their objectives.



### Zaufyshan has trained participants from:



## Workshop Investment

PKR **10,500/-** per participant  
Book your seat by 26 July, 2010 and **SAVE PKR 1500**

Includes course material, Octara & Intek certificate, lunch, refreshments & business networking

## Registration & Payment Options

- **E-mail or Fax your nomination(s) to:**  
E-mail : register@octara.com  
: info@octara.com  
Fax : 021-34520708, 021-34546639
- **Send us your:**  
Name | Designation | Organization  
Mailing Address | Phone, Fax and E-Mail
- 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

To receive this flyer by e-mail drop us a line at [info@octara.com](mailto:info@octara.com)

To view reports on our past training workshops and events logon to [www.octara.com](http://www.octara.com)

### Registration Note

Participation will be confirmed **subject to receipt of payment.**

### 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.

## BRING Enhancing Peak Performance for Administrative Professionals In-house

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact **Mohsin Rahim** at [mohsin.rahim@octara.com](mailto:mohsin.rahim@octara.com) or call at 0321-2133409 for more details

### Upcoming Programs Book your seat TODAY!

#### August 2010

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26 July 2010, Karachi  
06 August 2010, Lahore

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**Jeremy Parson**  
05 August 2010, Karachi

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Course I  
**Sales Excellence**  
4 August 2009, Lahore  
6 August 2010, Karachi

##### Course II Sales Force Management

5 August 2009, Lahore  
7 August 2010, Karachi  
**Haseeb T Hasan, UAE**

##### High Performance Leadership

**Ramiz Allawala**  
9 August 2010, Karachi  
10 August 2010, Lahore

##### The Art of Effective Delegation

**Baseer Sami**  
August 2010, Karachi & Lahore

##### Advanced Selling

**Craig Wardman, UK**  
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**Alan Power, UK**

**Total Rewards Strategy**  
**Rahim Shirazi**  
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**Jerry Brown, UK**  
September 2010, Karachi & Lahore

#### October 2010

**Training Needs Analysis**  
**Paul Walsh**  
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**Managing the Training Function**  
**Paul Walsh, UK**  
October 2010, Karachi & Lahore

**Winning Decisions**  
**Sualeha Bhatti**  
October 2010, Karachi & Lahore

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