

MANAGEMENT MASTERCLASS

Maximize your management potential
with 2 powerful programs



Course Facilitator
Haseeb T. Hasan
CEO, Intek, UAE



Course |

Essential Skills

Learn the fundamentals for effective management

21 May 2010, Sheraton Hotel & Towers, Karachi
24 May 2010, Royal Palm Golf & Country Club, Lahore
9:30 am to 5:00 pm

Key Benefits

- ▶ Deliver crystal clear communications so that you don't get misunderstood or ignored
- ▶ Get your team "tuned in and turned on" to work with motivation by using modern counseling methods
- ▶ Organize and prioritize projects and resources to ensure their timely completion
- ▶ Handle crisis & conflicts and other common management nightmares
- ▶ Keep yourself in balance to prevent stress by sensibly handling emotional and professional burdens
- ▶ Develop other leaders and managers who have the discipline to execute and follow through by attending to details

Course ||

Creative Skills

Shape your ideas into action for leading

22 May 2010, Sheraton Hotel & Towers, Karachi
25 May 2010, Royal Palm Golf & Country Club, Lahore
9:30 am to 5:00 pm

Key Benefits

- ▶ Develop skills by identifying opportunities, within problems
- ▶ Sharpen Instincts and Intuition
- ▶ Enhance Creative /Analytical skills
- ▶ Deal with "Uncertainty" better & overcome "Obstacles"
- ▶ Learn to see things "The Right Way" and eliminate "Stop signs"
- ▶ Avoid stagnation and take charge proactively at workplaces
- ▶ Be motivated and assume ownership of responsibilities
- ▶ Lead others effectively

For Registration:

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Book your seat
in both courses
and SAVE

PKR 5,000

Course Facilitator

Haseeb T. Hasan CEO, Intek, UAE

Educated in U.S.A. and having worked for almost two decades in Pakistan and Singapore; Haseeb is the driving force behind Intek with intense dedication towards improving personal and organizational performances. Haseeb brings with him extensive experience with organizations such as British American Tobacco, LU Biscuits and the Merrill Lynch, and is now considered amongst the new breed of dynamic "Management Trainers blending practical concerns.

Driven by his mission in life, Haseeb embarked on establishing Intek, an imparting his techniques and skills to several fighting survivors of the corporate world. With a 14 year track record, Intek www.intekworld.com is a well established name in the area of Corporate Management Consultancy and Training with offices in Dubai, Singapore and U.S.A. Haseeb holds a wide portfolio of clientele with over 500 multinationals, private and government companies. Besides this, Haseeb also works on Life Skills development and has benefited numerous CEOs, politicians, celebrities, actors and singers with this training.



Hear what past participants have said about Haseeb Hasan

I believe each one of us contain school of thoughts hidden in us. Some of us, who are aware of these thoughts, discover them and are able to express their thoughts and ideas completely as it is said a diamond is just an ordinary stone before being chiseled and these sort of trainings provide us with platform for chiseling and grooming ourselves.
Burgmann Middle East, UAE

"A mind-blowing session packed with so much information and readily applicable mind-opening strategies. I am sure the diversified approach of the trainer will benefit the participants quite professionally!
NSM, ICI Pakistan

I have started collecting Mind-opener exercises from various sources and share them with my team to stimulate their minds and make them think out-of-the-box. Another thing which I am practicing from this workshop is to focus more on Value adding activities and stay away from time wasters.
Qatar Petroleum, Qatar

"Haseeb is an excellent trainer whose techniques make it so simple to understand the other side of the picture. Such informative sessions should be held regularly to bring a change in the approach of our organizations."
Deputy General Manager Finance, PSO

The entire session has added a lot of value, high standards, keenness and basic ethical principles in myself. Beside an obvious participation of entire team, the elegance of presenting slides and providing specifics appeared to be quite professional.
GASOS, Abu Dhabi

Haseeb has trained participants from



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Course I

Essential Skills

21 May 2010, Sheraton Hotel & Towers, Karachi
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Course **Overview:**

This workshop delivers the supervisory fundamentals you need to know to achieve management success - delegating, communicating, conflict resolution, working with difficult people and more! New managers or experienced hands, this workshop offers an in depth analysis of the traits of successful managers and tips on how these can be applied in management at all workplaces.

So now that you are promoted from being a team player to a take-charge manager and leader, and need a crash course in communications, organization, project management, team leading, and most importantly managing yourself, this course is for you.

Course **Objective:**

- Making the leap from the worker to supervisor
- Why leadership is an essential ingredient of management
- Indispensable everyday management skills
- How to make things happen---boosting worker productivity, enthusiasm and commitment
- Getting the job done right and on time
- Correcting problem behavior and poor performance
- Controlling conflict in the workplace
- Communication skills that make the difference
- Supervisor manage thyself

- ▶ **Regain your Focus**
- ▶ **Hone your Management Skills**
- ▶ **Propel your Organization Forward**

Course II

Creative Skills

22 May 2010, Sheraton Hotel & Towers, Karachi
25 May 2010, Royal Palm Golf & Country Club, Lahore

Course **Overview:**

Re-ignite that inherent 'creative spirit' with a bit of your 'inner motivation' and reap the rewards in the years to come. Many of us have drifted in a comfort zone due to our past successes and would like to "get back in action" with the same fervor that kept us abreast of others, once. Such is the inspiration behind this program. This workshop is a blend of Personal and Professional Excellence and will certainly add to the quality of life of the people who attend this interesting learning experience!

Course **Objective:**

- Management means "Action" - Not re-action
- The Status Quo - It's not good enough, anymore!!!
- Difference between "Creativity" and "Innovation"
- How Creative are you in implementing your ideas?
- How to identify "What needs improvement"?
- Understanding the "Operational" vs "Innovation" cycle
- Values/Behaviors that support Innovation
- 5 Tests of Initiative
- Creative Growth Games
- Obstacles to innovation and how to overcome them
- Controlling "Perception" to nurture a creative environment
- Managing Risk and Capacity to Experiment
- Dealing with "Uncertainty" and the "Unknown"
- "Problem Solving" and "Decision Making" skills
- "Mind Mapping Techniques" to enhance Creative abilities
- Cultivating IMAGINATION...
- Motivation - The key to your Success - Understand the De-Motivators
- Laws of Motivation, Internal vs External Motivation

The workshop focuses on the seven mind sets that hinder creativity and innovation, in the shape of fun learning games called "Mind Openers"

Training **Methodology:**

Training effectiveness is maximized by a combination of interactive action learning, guided worksheets, group discussions, case-studies, application practical sessions to provide you with readily applicable solutions.

The
**MANAGEMENT
MASTERCLASS**
is designed for:

Who **Should Attend?**

- To be managers
- Newly appointed managers
- All managers who wish to enhance management skills
- Marketing / Sales personnel who wish to excel in a highly competitive environment
- Managers who are constantly exploring deadlines and wish to "Get things done"
- Technical people with strong logical orientation who wish to improve creative skills
- HR, Production, Financial, Commercial and R&D personnel desiring to improve processes

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Workshop Investment

- **Course I** (Fee per participant)

PKR **12,500/-**

10% Group Discount on 2 or more participants

- **Course II** (Fee per participant)

PKR **12,500/-**

10% Group Discount on 2 or more participants

- **Two-Day Special Package**

PKR **20,000/-**

SAVE PKR. 5,000

Note: Only one discount offer is applicable at any given time

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:
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Mailing Address | Phone | Fax and E-Mail
- Send your cheque in favor of
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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. The variance in the course fee will be invoiced or adjusted accordingly.

Bring

Management Masterclass

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 or call at 0321-2133409 for more details

Upcoming Programs Book your seat TODAY!



The Power of Positive Attitude

Baseer Sami
17 May 2010, Karachi
20 May 2010, Lahore



Time & Stress Management

Saadi Insha
19 May 2010, Karachi
21 May 2010, Lahore



Advanced Professional Skills for Executive Secretaries & PAs

Zaufyshan Haseeb
21 May 2010, Karachi
24 May 2010, Lahore



Course | Forecasting and Capacity Planning

June 2010, Karachi
June 2010, Lahore

Course || Strategic Quality Management

June 2010, Karachi
June 2010, Lahore
Alan Power



Communication Masterclass

June 2010, Lahore
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Jeremy Parson & Hassan B. Rizwan

*Octara reserves the right to change courses, dates, content or method of presentation.

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