

Strengthening Women in Management

Enabling women to serve as drivers of change in their organization

March 20 - 21, 2018 - Karachi | 9:30 to 5:00 pm

Course Overview

This workshop concentrates on acquiring the most critical skills of communication, decision-making, building enthusiasm, trust and collaboration, delegation, motivation and managing conflict and crisis. The learning design revolves round a new leadership model, which emphasizes women's natural leadership qualities and develop the full competency set needed for truly effective management.

Workshop provides the opportunity for skills building for women professionals in an action- orientated format. Real take-away skills are practiced in lively simulations carefully designed for training a particular skills set.

Key Benefits

- **Understand** the balance between personal and professional life
- **Understand** the importance of positive attitude
- **Have** a clear and concise vision to move ahead in your career
- **Learn** to solve conflicts more effectively
- **Develop** the ability to motivate and inspire others
- **Develop** the courage to face fears
- **Improve** delegation skills
- **Building** effective team for mutual progression in corporate ladder
- **Enhancing** communication skills to be recognized in the organization
- **Acquiring** leadership tool for future roles

Who Should Attend

This workshop will benefit women professionals from all sectors who seek a more influential role at work and who are eager to acquire the mindset and skills that will ensure effectiveness with people, personal well being, and deserve recognition.

Course Facilitator:

ZAUFYSHAN HASEEB



Zaufyshan Haseeb is a corporate trainer with INTEK SOLUTIONS in the UAE. Educated in the area of Human Development & Behavioral Psychology, she achieved her distinction in MSc in 1986. A behavioral psychologist with extensive senior management experience in both the public and private health sectors, helps her to combine her practical knowledge of psychology and management to develop and present programs which meet the changing needs of business. Active participation in charity and humanitarian institutes gave her an edge towards public speaking and communication and developing portfolio of actions for developing countries. Being an entrepreneur herself, she prepares individuals towards risk taking, managing change & entrepreneurship. She is skilled in designing and implementing organizational and employee development programs.

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For Details: 021-34520093, 34547141, 34520708

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Course I

Course Agenda

Course II

DAY1:

Personal & Professional Development

Personal Development

- What makes a successful person? Personal and Professional attributes
- What are your dreams- Dream College Exercise
- How People Progress
- Balance between Personal and Professional life for a Woman
- Corporate Pyramid and barriers to Success
- Assessing Personal Strengths and Weaknesses

Perception

- Perception – how it affects behavior
- Perception vs. reality
- Being aware of your Cultural Assumptions that affect your perception
- Focusing on Self-Esteem
- Affirmations – Positive attitude
- Exercise: Optimistic and Pessimistic reactions exercise

Time Management

- Planning and Time Management
- Women & Long term Goals
- Goal Setting – Proactively
- Exercise: Weekly prioritizing exercise

Communication

- 3 factors that establish credibility
- Passive / Aggressive / Assertive communication
- Basic Manners and Etiquettes – (In person & email)
- Causes of Communication Barriers – expectations
- Being aware of your impact on others
- Sandwich approach
- Low and high context communication cultures
- Communication Toolkit
- Effects of not communicating effectively
- Solving People problems on the job (Video)

Listening Skills

- Why is listening more important than talking
- Why woman are better listeners
- 3 Levels of Listening
- Action points to improve Listening
- Exercise: Tone exercise
- Exercise: Reflective listening exercise

Stress Management

- Strategies / Action point for handling stress
- Imbalance of personal & professional life – a major stressor for Women

DAY2:

Women and Effective Leadership

Leadership principles

- Leader vs. manager
- What is your leadership style?
- Task vs. People skills
- Theory X and Theory Y
- Different styles of leaders
- Exercise: Leadership evaluation exercise
- Situational leadership concept
- Developing traits of an effective leader

Managing others

- Performance Appraisal Interview (Video)
- Communicate effectively in a performance appraisal interview
- Creating more time for planning
- Assertive skills during feedback sessions
- Grievance handling skills
- Role Play – Late employee
- How to criticize mistakes effectively without losing motivation
- Understanding perceptions of juniors
- Coaching vs. managing
- The Practical Coach (Video)

Delegation Skills

- Empowerment concepts – Manager A and Manager B
- How to delegate effectively?
- What to delegate and what not to...
- Common mistakes in delegation

Team Management

- Cycle of team building
- Managing expectations of team members
- Cultivating a team spirit
- Interdepartmental team work
- Star performance vs. teamwork
- Win/Win
- Empathy
- Criticizing Mistakes
- Grievance handling
- Taking Responsibilities for Actions

Motivation

- Risk taking – Courage to face fears
- Being aware of your impact on others
- Leading and motivating juniors Toolkit
- Role Play – De-motivated employee
- How to stay energized and motivated
- Removing the de-motivators
- Internal Vs. External Motivation
- Performing at your best – Keeping yourself energize

Activities

In order to develop deep understanding of this course participants would undergo activities that consist of thought provoking Self Assessments, Short Quizzes, Group Activities, Mind Openers and Role Plays etc. at various levels.

INVESTMENT

PKR **25,000** +SST per participant

FEE INCLUDES:

Course material, certificate of attendance, lunch refreshments & business networking

3 Easy Ways to Register

☎ 021-34520093, 34547141, 34520708

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To: **Umair Tariq** Admin & Account Executive

Octara Private Limited - 1/E-37, Block-6,

Octara Private Limited - 1/E-37, Block-6, P.E.C.H.S., Karachi.

Tel: 021-34520708, 34534261 Cell: 0302-4599773

Bring this program In-house

This workshop can be customized to suit specific needs of your organization which may lead to significant savings & avoiding pitfalls. Please contact **Jason D'souza** at jason.bosco@octara.com or call at **0332-2422732**