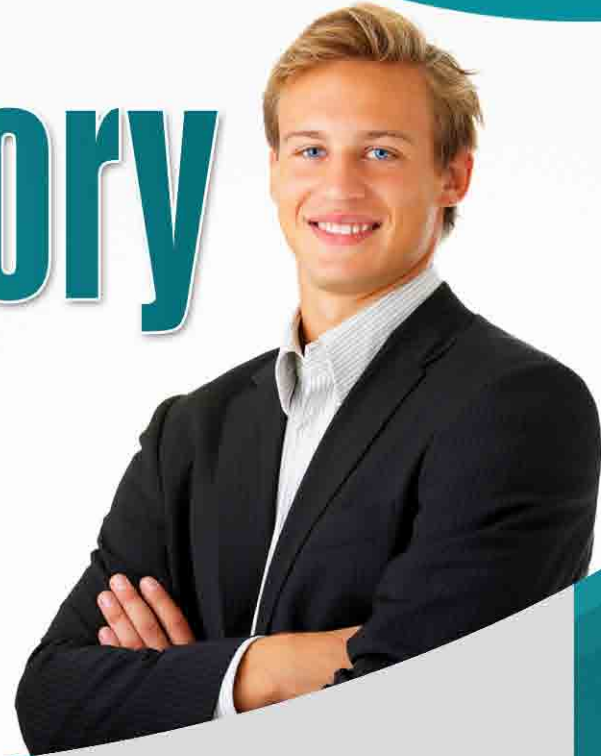




Supervisory Toolkit

Comprehensive Learning Program
for Junior Managers and Supervisors



September 25, 2014 – Mövenpick Hotels, Karachi
09:00 a.m. - 05:00 p.m.

TOP 6 LEARNING BENEFITS:

- 1 UNDERSTAND** and perform the role and responsibilities of a supervisor
- 2 MOTIVATE** staff through effective communication and interpersonal skills
- 3 ENFORCE** discipline professionally in the work place
- 4 DELEGATE** work efficiently and ensure it is completed on time
- 5 CORRECT** staff in a way that builds performance
- 6 USE** appropriate leadership style and demonstrate authority

Who Should Attend?

This program is well suited for professionals in the management cadre with a minimum of 2 years of experience in their respective functions.

- Team Leaders
- Assistant Managers
- Shift Supervisors
- Junior Managers

...only from Octara!!!
For Details & Registration
Karachi 021-34536312 | register@octara.com | www.octara.com



Course Facilitator:

Enam Ur Rehman

Operational Support & Analysis
(OS & A) Certified

Project Management
Professional-PMP Certified

Certified Trainer & Learning
Consultant®

MBTI (Myers-Briggs Type
Indicator) Certified Practitioner

General Health , Safety &
Environment- HSE Certified

ITSM-Service Management
Certified

EPM (Enterprise Project
Management) Certified

Course Agenda:

SESSION 1:

The Supervisor

- Qualities of an Effective Supervisor
- Nature of Management/ Supervision
- Understanding Diversity at The Workplace
- Position Yourself for Success

 Activities: Video Clip, Group Discussion, Case Study

SESSION 2:

Goals & Work Management Skills


- Smart Work Management Techniques
- Articulate Goals
- Creating Strategies to Get Results
- Effective Styles of Time Management
- Techniques for Identifying and Reducing Time Wasters
- Delegating Tasks
- Priority Setting Tools & Techniques
- Choosing Tools that Work
- Creating Action Plans
- Evaluating Time Management Process

 Activities: Video Clip, Role Play, Team Activity, Group Discussion, Assessment

SESSION 3:

Team Management

- Coach for Great Performance
- Resolve Conflict – Tools & Techniques
- Representing your Team
- Maintaining Team Momentum
- Motivating Your Team

 Activities: Video Clip, Team Activity, Group Discussion, Case Study

SESSION 4:

Leadership Techniques & Performance Management

- Leadership Qualities & Styles for Supervisors
- Leading with Emotional Intelligence
- Effective Decision Making Steps
- Using the Power of Teams in Decision Making
- Using Performance Management Techniques
- Improve and Evaluate Performance
- Continuous Growth Strategies
- Select and Prioritize Next Steps
- Provide Ongoing Feedback and Coaching

 Activities: Group Discussion, Video Clips, Case Study, Review, Assessment

Business Requirement:

All companies rely on effective Supervisors & Managers. Good Supervisors are the backbone of the business the strength that links the strategic planning of upper management with the body of the organization.

Supervisors are often the people who make the difference between meeting production targets and missing them because they motivate and energise their teams. They have the most significant impact on workplace culture because they set the tone of behaviour in their individual work areas which influence the retention of staff & provide an incentive for people to join a company.

The Workshop:

In this full day program Participants will gain an understanding of Supervisor role in the organization, acquire knowledge and have a desire to develop more effective supervisory skills and leadership competencies. This workshop includes Team Activities, Best Practices, Role Plays, Video Based Activities, Case Studies and Assessment.

Organizational Benefits:

- Better results due to active supervisory performance
- Highly motivated managers, supervisors and staff
- Improved staff-management relations AND supervisor-manager relations
- Better problem-solving and fewer errors due to more open and constructive communication
- Better communication and cooperation between sections
- Higher employee morale due to more respectful communication

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Muhammad Enam Ur Rehman is a Professional Certified Trainer & Consultant known best for his practical solutions, interactive and activity based training workshops.

Enam's career started off in the Oil & Gas industry where he handled mega projects, built & trained teams and corporate clients for 4 years till came a time that he thought he was meant to do more, a lot more. Therefore on a quest to expand his horizon and experience, he became affiliated with New Horizons Int. as a senior curriculum designer and trainer. In the advent of 2008, he became the Director and Partner of New Horizons Int.(Pak) till 2010.

With over 11 years of experience in Pakistan & abroad, he worked for companies like Maersk Group, Qatar Petroleum, Eni Pvt Ltd, Microsoft, PSTD, New Horizons Int, Oxy, Baker Hughes Inteq, Gdf Suez-Hubco, Telenor, Comsats Int. and many other organizations. With his exceptional approach, he trained and inspired over 2000 professionals and executives from over 250 organizations. He is an active community member with numerous speaking & mentoring engagements at leading forums, NGO's, institutions and organizations.

Here's what past participants say about Enam:



Bank Al Habib

"During the course I found Mr. Enam very friendly. His real life examples make things very easy to understand. I'm honoured to recommend him as consultant trainer and implementer."

Syed Asim Hussaini,
Manager Operations Bank Al Habib Pakistan



"Enam is an experienced and highly competent ITIL trainer. Experiences gained through his career and through regular consultancy work allow him to deliver training which is brilliantly illustrated with real life examples."

Azeem Ur Rehman, Head of IT
division - Alkaram Textiles Pvt Ltd.



"I would like to highly recommend Enam ur Rehman as a great trainer for Project Management and ITIL courses that we took with him."

Sadiq Lakhani, Vice President
Habib Metropolitan Bank Ltd.

Look who is Learning with Enam!



Supervisory Toolkit

September 25, 2014 – Mövenpick Hotels, Karachi
09:00 a.m. - 05:00 p.m.

Workshop Investment

PKR 15,000/-

(Fee per participant) (15% GST)

Fee includes course material, Octara Certificate, lunch, refreshments & business networking

4 Easy Ways to Register

Phone : (KHI) 021-34536312
Fax : 021-34520708
E-mail : register@octara.com
Web : www.octara.com

Payment:

A confirmation letter/e-mail and invoice will be sent upon receipt of your registration.

Note: Full payment must be received in advance to confirm enrollment.

Send your cheque in favor of

Octara Private Limited
Muhammad Imran Anwer

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

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

Bring **Supervisory Toolkit** In-House

This workshop can be customized to suit specific need of your organization at significant savings.

Please contact Jason D'souza at jason.bosco@octara.com or call at 0332-2422732 for more details

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Upcoming Training Programs October 2014

“Time and Stress Management” by Dr S.A. Rab

October 2, Lahore | October 3, Karachi
Course Fee: 17,000 PKR

“Business Communication” by Kanwal Akthar

October 11, Lahore | October 13, Karachi
Course Fee: 12,000 PKR

“TSB (Turning Sales into Buying) for Sales Professionals”

by Trevor Græme Wilkins

October 13, Karachi | October 15, Lahore
Course Fee 18,000 PKR

“Winning with People” by Enam ur Rehman

October 21, Karachi | October 23, Lahore
Course Fee 15,000 PKR

“Employee Engagement and Motivation” by Dr. S.A Rab

October 23, Lahore | October 24, Karachi
Course Fee 17,000 PKR

“Advanced Negotiation Skills” by Ramiz Alawala

October, 25 Lahore | October 31, Karachi
Course Fee 17,000 PKR

“Effective Budgeting & Cost Control” by Nadir Jamal

October 18, Lahore | November 1, Karachi
Course Fee 17,000 PKR

“Bridging Generations”

by Dr S.A. Rab & Mansoor Soomro

October 30, Karachi | November 7, Lahore
Course Fee 17,000 PKR

Logistics
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