



Walking the Fine Line

Empowering Women in Management

December 14, 2012 - Sheraton Hotel & Towers, Karachi
December 18, 2012 - Pearl Continental Hotel, Lahore
9:00 am - 5:00 pm

Learning Outcomes:

- 1** Realize the corporate pyramid and barriers to success
- 2** Identify the essential skills to get through gender-based obstacles
- 3** Chalk out a fine line around you to maintain integrity and credibility
- 4** Bridge the gap between “knowing” and “implementing” your corporate rights
- 5** Develop the perfect managerial outlook to grow and succeed in your organization
- 6** Acquire the vital skills of communication, decision-making, motivation and conflict management



Course Facilitator
Zaufyshan Haseeb

Managing Partner,
Intek Solutions, UAE

Gold medalist & Masters in
Behavioral Psychology

Cross cultural trainings
experience for strengthening
women in management

Extensive senior management
experience in public and private
health sectors

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Course Facilitator

Zaufyshan Haseeb, UAE

Zaufyshan Haseeb, a behavioral psychologist with extensive senior management experience in both, public and private health sectors, combines her practical knowledge of psychology and management to develop and present programs which meet the rapidly changing needs of today's business.

She had the opportunity of experiencing education in a diverse culture of in Singapore, where she studied innovative methods of "Imparting Education Without Stress." She was also involved with psychological counseling for teenagers as well as the faculties of reputable institutions. This helped her in developing her inter-personal skills and enhancing her empathetic abilities. She feels pride in changing perspectives of the new generation.

Active participation in charity and humanitarian institutes gave her an edge towards motivational and public speaking. Along with the administrative and project management responsibilities at Intek, she is the Editor of Intek's self-developed Ezine with a vast readership. Being an entrepreneur herself, she prepares, motivates and encourages individuals for risk taking, managing change & entrepreneurship. She is a highly skilled professional in designing and implementing organizational and employee development programs.

The emphasis of her trainings is on self-assessment, thought provoking exercises and a better future direction through various visualization and training techniques. She takes keen interest in research and development of workshops, keeping in mind various organizational behaviors and work habits of participants. Her conviction with regard to potential in human beings to excel beyond their imagination is very strong and forms the basis of her trainings. She evokes a positive self-response within the individuals, so that they start believing in their own capabilities. It gives her immense pleasure to witness her audience's paradigm shift during and after the workshops. Her mission in life is to assist individuals, specially women, to flourish and progress even during extreme stress and adverse circumstances and become a source of positivity and inspiration for the community and colleagues around them.

What delegates have said about Zaufyshan's previous courses:

"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

"She used internal jargons very fluently. We never got the feeling that we are sitting in an alien environment and discussing just theories. I believe that there should be a series of sessions which will not only help us to get the true picture of our objective but also will provide the motivation and skill to transfer the same into our team mates."

Plant Manager, OLN, Oman

"It was really valuable and provided me time to ponder over the skills that I lack to break the success barrier."

General Manager, Mobilink, Pakistan

"Each and every minute spent and each and every word delivered by the trainer was worth assimilating."

Sales Manager, Medical Publications, Greece

Participations from following organizations have attended Zaufyshan's programs:



Walking^{the} Fine Line

Course Overview:

Though females that acquire professional education are always encouraged to work and play an active role in the development of the society yet the environment and working conditions are the least favorable for those who dare to come out of the four walls of the safe haven for them – their homes. Many of the biggest workplace challenges women are facing today revolve around “gender”. Undoubtedly, women have the skills and capabilities of not just being a homemaker but being at par with their male counterpart and are passionate about pursuing their dream careers. But there lies an invisible “Glass Ceiling” that impedes the growth ladder of every skilled, capable woman who can add a lot of value and productivity to the organization. Not only this, in a society where men are conservative about the concept of working women, females are particularly at risk for being exploited when it comes to driving forward and taking the lead role. Their productive strengths and emerging power are an intimidation to men, as these spheres have traditionally belonged to them since forever.

This course is designed to inculcate in you the ultimate skill-set; your perception, communication and management skills - that takes you up to the Glass Ceiling, and strengthens you enough to be able to break these gender-based corporate barriers. It revolves around the concept that being a female, respect at your workplace is your foremost right. Subjected to any kind of exploitation which is difficult to prove and embarrassing to report, you do not have to give in; you do not have to give up your job. You should know your corporate rights and stand up to harassing coworkers and supervisors. This comprehensive program helps you draw a thin fine line around you and guides you how to carefully walk by that line to avoid workplace bullying and pestering.

Who Should Attend?

This workshop is designed for women throughout the management cadre who seek a more influential role at work and are eager to build the mindset and skills that will ensure effectiveness with people and personal well being.



Perception

- Perception – how it affects behavior
- Difference in Gender Perceptions and how it affects Behavior at work
- Perception vs. Reality
- Being aware of your Cultural Assumptions that affect your perception
- Focusing on Self-Esteem

Personal Development / Managing Self

- What makes a successful person? Personal and Professional attributes
- Attire matters

Breaking the Glass Ceiling

- It's not Man vs. Woman
- How People Progress? Breaking the Glass Ceiling
- Balance between Personal and Professional life for a woman
- Corporate pyramid and barriers to success
- Assessing Personal Strengths and Weaknesses as a woman

Leadership Roles for Women

- How women can assume Leadership roles
- Leader vs. Manager
- Your leadership style
- Situational leadership concept
- Developing traits of an Effective Leader

Communication Toolkit for Women

- Communication Styles differences in Genders
- Passive / Aggressive / Assertive communication
- Causes of Communication Barriers - expectations
- The Sandwich approach
- Low and high context communication cultures
- Levels of Listening - Why woman are better listeners?
- Action points to improve listening
- Reflective listening and Tone exercise

Managing Others

- Assertive skills during feedback sessions & Grievance handling skills
- How to criticize mistakes effectively without losing motivation
- Coaching vs. Managing
- Empowerment concepts – Manager A and Manager B
- Errors Female Supervisors make in delegation
- Managing Expectations of team members
- Imbalance of personal & professional life – a major stressor for women
- Common global Business Etiquettes for women

Be Motivated to Motivate

- Risk taking – Courage to face fears
- 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

The Elephant in the Room – Sexual Harassment

- Difference between sexual harassment and workplace bullying
- Harassing conduct: A continuum of harm
- Types of harassment, and why this occurs
- Dynamics of harassment at work
- Impact of being harassed
- Individual and organizational consequence
- Your legal and corporate rights
- Workplace policies and reporting harassment acts
- Why it is important to confront and report & harassment
- If harassment continues
- Prevention and self-defense
- Maintaining a respectful work environment



