

Feb 10-Mar 03, 2018
Every Saturday
2:00 pm-5:00 pm
PKR 12,000/-

Effective Supervisory Skills

IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

IBA CEE Center for Executive Education
Institute of Business Administration

@aspire

@achieve

Many supervisors have had little training in supervisory skills; they may have been promoted from being a “super worker” to “supervisor.” The purpose of the program is to focus developing leadership skills in those who hold supervisory positions but have not had formal training in management. The supervisor will learn how to manage their subordinates effectively and better meet the goals of their departments.

Program Content Covers

- Organization & Our Values
- Transition to Managing
- Role / Job of a Line Supervisor
- Difference between a natural & Professional Manager
- Style of Management at Line level
- Supervisor as Coach & coun-

Key Benefits for Participants

At the end of the program the participant will have clear understanding:

- Who is a supervisor
- Role of a supervisor
- How to managing supervisor function
- Style of a supervisor

Participants' profile

- ◆ Newly hired / promoted on supervisor level
- ◆ Line Managers
- ◆ Team lead





TRAINER: Shakeel Ahmed Syed

A multi-dimensional experienced management professional, served healthcare industry like Upjohn Pharmacia, 3M Health, B Braun Pakistan over a period of 25 years in Sales, business, training & HR management. Core focus was on achieving organizational goals through **enhancing people effectiveness**.

His diversified exposure has taken him to Learning and development assignments that range from Personal Development, effectiveness to managing & executing Leadership, Developing Problem Solving & Decision Making abilities to Team Building & Motivation techniques. His assignments have also included:

- HEC sponsored Capacity building courses in Human Resources' for Public Universities at IBA Karachi.
- Management Leadership program at IBA Sukkur
- Training Consultant for Employers' Federation of Pakistan on ILO capacity building programs.
- Certified Trainer for B Braun Pakistan sales team skills development.
- Conducting open programs on soft skills for companies.

The five steps in teaching an employee new skills are preparation, explanation, showing, observation and supervision.

—Bruce Barton

For Queries & information

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Registration form & Fee Voucher are available at our website: <http://sdp.iba.edu.pk/>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

No fee will be accepted in cash/cheque at our office.

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Skills Development Program

Adding Skills to Experience