

## Target Audience

It is designed for professional who have recently been appointed to a managerial position, or for those who are new to some aspects of management and want to have the opportunity to succeed.

## For Queries & information

### Sumera Muhammad

Manager, Skills Development Programs

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Executive, Center for Executive Education

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## For Registrations

### Skills Development Programs

Center for Executive Education

Institute of Business Administration

**Ph.:** 021-38104700-01 Ext: 1541 | **Fax:** 021-38103008

**Email:** [BESDP@iba.edu.pk](mailto:BESDP@iba.edu.pk) | **Website:** <http://sdp.iba.edu.pk/>

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.

Skills Development Program

Adding Skills to Experience

IBA CEE

Center for Executive Education  
Institute of Business Administration



September 10-October 8, 2016

(Every Saturday)

2:00 pm-6:00 pm

At IBA City Campus



# Essential Skills for Budding Managers



Course Investment: 25,000





## **Overview**

The program aims to expose young managers to develop basic management skills that can be further enriched to managerial & leadership skills.

This comprehensive & interactive program encompasses key aspects of managing self & team. The essence of this program is experiential learning, as participants will be exposed to extensive reading, group exercises & presentations by themselves; complimented by the trainers' expertise on the given subject. The idea is to facilitate them in chalking out a course of action for themselves as Managers.

## **Course Focus**

- ◆ Toolkit of an effective Manager
- ◆ Planning, organizing & setting goals
- ◆ Managing time effectively
- ◆ Interpersonal communication
- ◆ Understanding & solving people problems
- ◆ Motivating employees
- ◆ Delegating work
- ◆ Managing performance
- ◆ Planning development of self & others
- ◆ Basics of coaching & counseling for developmental purposes
- ◆ Conducting & participating in meetings

## **Trainer Sumair Abro**

A career spanning over 17 years, Sumair is currently part of Funverks Global, an organizational skills & strategy development firm, with presence in Middle East and South Asia. In addition, he is also a visiting faculty member at Institute of Business Administration, Karachi (oldest business school outside North America).

With interests and expertise in Leadership, Teamwork and Innovation, Sumair has worked for start-ups as well as multinationals such as 3M, Roche, Glaxo Smithkline, Midas Safety, Toyota, Reckitt Benckiser, Deutsche Bank, Phillips, Honda, Telenor, Shell, Novartis, Pepsi, Unilever, Kaplan, Coats, and Nestle.

With an uncanny ability to connect and inspire audiences across borders, he has added value to organizations in USA, United Kingdom, France, Pakistan, India, Sri Lanka, Bangladesh, Jordan, and Thailand.

He acquired BS in Mechanical Engineering from University of Oklahoma, OK USA in 1996, following it up with an Executive MBA in Marketing in 2012. He was also a Yale World Fellows Program Finalist in 2012, and is a Certified Human Resource Management Professional from Human Resources Certification Institute, VA USA.