



# INTERPERSONAL SKILLS FOR EXECUTIVES

**Duration:**

October 8-November 14, 2018

(every Monday & Wednesday)

**Timings:**

06:30 pm to 08:30 pm

**Venue**

IBA City Campus

"If there is any one secret of success, it lies in the ability to get the other person's point of view and see things from that person's angle as well as from your own"  
Henry Ford

**Skills Development Program**

Adding Skills to Experience

## Interpersonal Skills for Executives

*Make an impact by improving your communication & networking skills*

With the ever changing phenomenon of the working world, the success growth is only possible through effective interpersonal skills. Organizational change, diversity and electronic communications have changed the face of the workplace. Today, more than ever, success depends upon the combined cooperation, commitment and action of people—both face-to-face and across electronic channels. That's why your interpersonal skills are so critical to your own effectiveness as a manager.

### Training Objectives:

- ◆ Solve problems by clarifying the real issues and roadblocks
- ◆ Minimize conflict and build group commitment
- ◆ Influence others and motivate them to profitable action through interpersonal skills
- ◆ Give criticism when necessary and praise to produce results
- ◆ Make trade-offs without being a pushover on big issues
- ◆ Implement plans without strong-arm tactics
- ◆ Develop credibility based on respect and trust
- ◆ Find alternatives to working with "difficult" people
- ◆ Generate enthusiasm for your ideas and proposals
- ◆ Give direction without creating "static"

### Who Should Attend?

Managers, team leaders and supervisors who want to maximize their positive impact on others through effective interpersonal skills.

### Training Content:

This training course will cover:

- ◆ Communication and the New Workplace
- ◆ Understanding Perception, Self-concept and Expressing Emotions
- ◆ Nonverbal and Verbal Skills
- ◆ Using Listening and Feedback Skills to Build High-Performance Work Relationships
- ◆ Assertively and Productively Managing Conflict
- ◆ Being a Team Player: The Synergistic Impact of All Your Interpersonal Skills

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## Interpersonal Skills — Make an impact by improving your communication & networking skills

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### Trainer's Profile

#### SYED SAJID SIRAJ

Syed Muhammad Sajid Siraj is currently pursuing his MS in Applied Linguistics. He holds a Master Degree in in English Linguistics. He is member of Cambridge English Teacher forum & keeps adding to his portfolio by participating in internationally offered courses & webinars by University of Cambridge and Harvard University. He is also been a Corporate Trainer with International Group of Hotels in Saudi Arabia, Pakistan International Airline and Delloiti International.

Mr. Siraj has presented talks at different institutions and platform. He has presented papers at various national and international conferences. He has conducted numerous workshops on teachers' training at renowned organization.

He's a CELTA (Certificate in English Language Teaching to Adults) certified from University of Cambridge and ESP (English for Specific Purposes) from Aga Khan University. Currently he is engaged in teaching Interpersonal Communication Skills, Business Communication, Functional Grammar and Functional English at tertiary level at renowned institution of Karachi.

He has worked several years for international organization in Saudi Arabia, Middle East and Thailand. He has worked in the capacity of in-house trainer as well.

He enjoys teaching Presentation Skills using PowerPoint & Prezi, Pronunciation, Accent Neutralization, Creative Writing, and Interpersonal Communication skills.

He has also experience of working with more than 42 different nationalities in his career.

### Training Investment

PKR 18,000/- (Fee is inclusive of certificates and course manual)

### Payment Details

Registration form and 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.

### For Queries & Information:

Sumera Muhammad  
Manager, Skill Development Program  
Center for Executive Education  
smuhammad@iba.edu.pk | Ext 1801

Mirza Irshad Baig  
Executive, Center for Executive Education  
mibaig@iba.edu.pk | Ext: 1811

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