

## IBA SKILLS DEVELOPMENT PROGRAM

FEBRUARY 22-26, 2021

# SUPERVISORY SKILLS

MONDAY, WEDNESDAY, & FRIDAY

6 PM TO 9 PM

INSTRUCTOR-LED ONLINE TRAINING

### TRAINING INVESTMENT

**PKR 12,000/- (exclusive of 5% SST)**

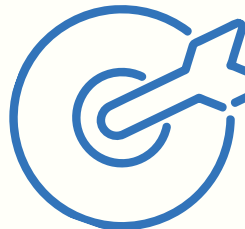
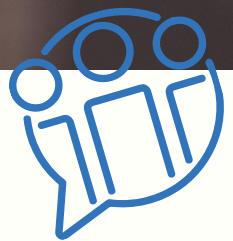
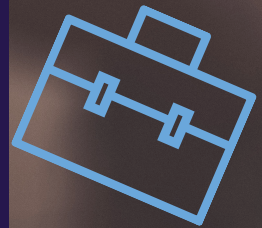
includes training material, certificate, & virtual business networking

Early Bird Discount of 15% on registering by February 15, 2021

\*Group Discount of 10% for 2 or more participants from the same organization

\*\*Group Discount of 15% for 5 or more participants from the same organization

Registration Link: <https://tinyurl.com/Supervisory2021>



Supervision is an opportunity to bring someone back to their own mind, to show them how good they can be...**Nancy Kline**

How you perform in your first position as a supervisor is critical to your professional future. Time and again, studies show that the biggest mistake new supervisors make is to try to "wing it." That's why this high-powered day of training is a not-to-be-missed career event.

Through accelerated learning techniques, you'll gain the solid skills and supervisory "how-to's" you need to get others to go that extra mile! The comprehensive agenda covers the essential building blocks to supervisory excellence, how to build morale and increase productivity, strategies for handling conflicts and curbing absenteeism, time-management tips no supervisor should be without, and how to acquire a supervisor's mindset and image.

## Outcomes:

- Ø Understand the role of supervisor/leader
- Ø Understand the problem-solving process, techniques and approaches used by supervisors
- Ø Understand Current supervision techniques required by supervisors to lead their team
- Ø Recognize the importance of maintaining highest standard of quality in the team
- Ø Recognize the need to be in line with the vision and expectations of the organization
- Ø Understand the importance of inculcating teamwork for all the members in department

## Outline:

- Learning the basics
- Understanding the body language
- Objective Setting & Planning
- Time Management ( Very basic)
- Providing Performance Feedback
- Delegating successfully
- Communication ( It All Starts with You)
- Set SMART goals for themselves and others.
- Tips for Making a Positive First Impression
- Motivation (The inner essence Through Empowerment )
- Dealing with Difficult People
- Team Building & Effective Leadership Attitude

## TARGET AUDIENCE

Decision Takers, Supervisors, Administrative Managers, Assistant Managers, Managers, General Managers, Floor managers, Territory Managers, Branch Managers, & anyone who feels the needs to upfront his or her supervisory skills.



## PROFILE

Subhan Sharif practices pro-activeness and innovation to his personal and professional life. A lifelong learner, he has completed his graduation from University of Karachi, also achieved trainings from Manchester College Of Professional Studies in Information Technology Manchester UK, Central School of Professional Studies in Business Administration, London UK and Pakistan Institute Of Tourism And Hotel Management, Karachi, PK. He also holds the proud honor of achieving a scholarship from University of Oxford.



Journey from IBA to OXFORD was a nice learning experience for Subhan as he explains among many of his certifications. He names a few like Personal Coaching from The Coaching Academy at Manchester, UK and PRINCE 2 from Maven Training Certification at Leeds, UK and Strategic Marketing & Marketing Management from Institute Of Business Administration.

He has served in many national and multinational companies like Specialist Shipping Services, United Nations, ASDA Stores, Walmart UK, OCEAN DUSK UK etc. Diversity of Subhan's education and his international exposure to different universities including University of Oxford has prepared him for the realities of the business world by providing a blend of academic and practical experiences. This combination of academic success and involvement is indicative of his high levels of motivation and achievements. Subhan speaks from bottom of his heart and touches the soul. Different companies in corporate sector engage him to train their employees and Educational institutes including universities invite him to speak to their audience.



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Payment can be made via Pay Order in favor of "IBA Karachi"  
{Pay Order will be received at IBA City Campus from 11 am to 2 pm}.

Please follow the COVID-19 SOP while visiting campus} Or deposit the cash/online transfer in the following MBL Account: Account Title: IBA Karachi | A/c Number: 9911-0101960067  
Bank Name: Meezan Bank Limited | Branch: Jubilee Market Branch | Branch Code: 9911 |  
Currency: PKR | SWIFT Code: MEZNPCKA | Bank Address: Meezan Bank Ltd, Jubilee Market Branch, Karachi | IBAN #: PK 43 MEZN 00 9911 0101960067 | Branch License #: BRL 21250

## REGISTRATION & QUERIES

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