



Institute of
Business Administration
Karachi

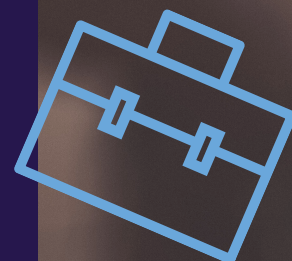
Leadership and Ideas for Tomorrow

IBA CEE

Center for Executive Education
Institute of Business Administration

NOVEMBER 27-DECEMBER 7, 2019

SUPERVISORY SKILLS



**MONDAY, WEDNESDAY, FRIDAY &
SATURDAY
6 PM TO 9 PM
IBA CITY CAMPUS**

PKR 18,000/- (exclusive of 5% SST) includes training material, certificate, & business networking

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

Target Audience:

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

OUTLINE

- 1) Acquiring the Supervisor's Mindset and Image
- 2) Building Blocks to Supervisory Excellence
- 3) Creating Productivity and Building Morale
- 4) Confidently Handle Conflicts — Every Time
- 5) How to Get Things Done on Time and on Target
- 6) Supervisory Payoffs — How to Stay on Top

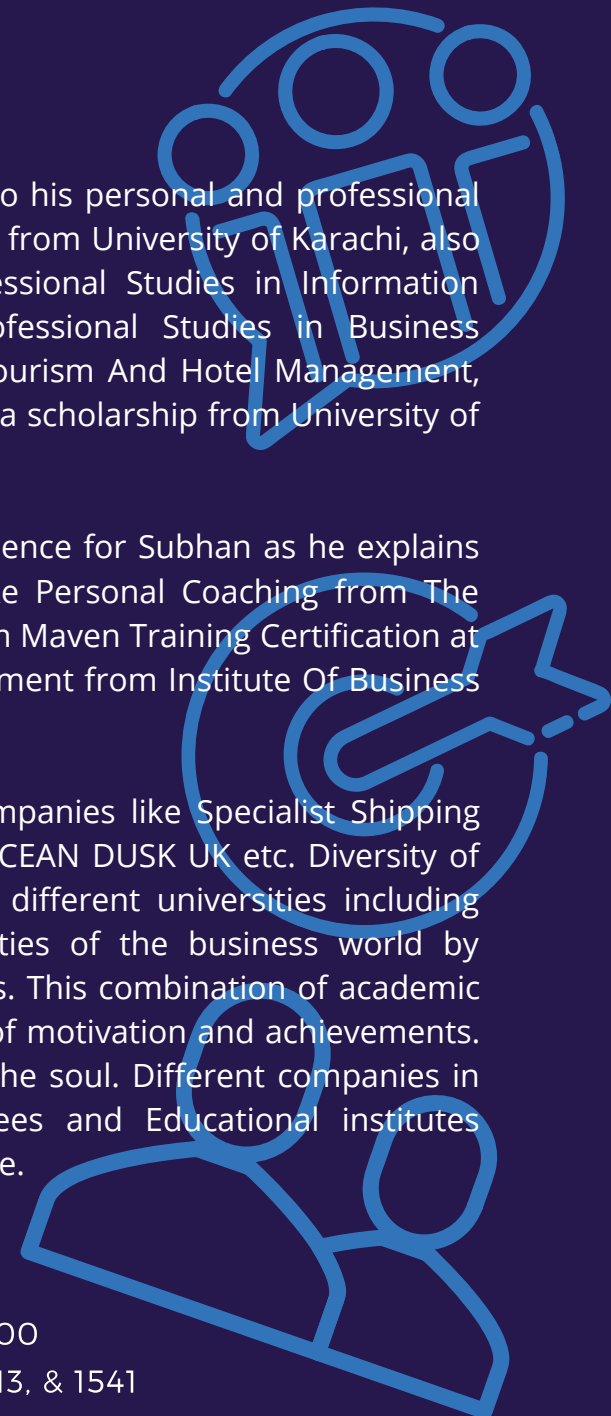


PROFILE

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.



REGISTRATION & QUERIES

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