

If life is like rolling dice we need to manage both the times we don't get sixes and the times we do.



# MANAGERIAL & ADMINISTRATIVE SKILLS

3 days training workshop, [9am-4.30pm], SDPI, Islamabad

**14-16 June 2011**

**Registration deadline is 03 June 2011**

Organizations, businesses and industries demand dynamic, skillful, knowledgeable and competent managers. Indeed the quality and performance of managers determine not only the success but also the very survival of any organization. Managers must not only manage themselves, they must also see the organization/business as whole and build integrated teams. This means they have to acquire competency in team building, decision-making, negotiation, communication, and performance management to name a few core competencies. Therefore, to be able to meet the demands of skills, knowledge, performance, responsibility and integrity, managers must systematically train themselves in the core competencies.

## Registration Fee & Discounts

Rs. 15,000/- per person payable through crossed cheques/bank-drafts/pay orders in favour of Sustainable Development Policy Institute. SDPI is exempted from income tax. This fee will cover the cost of training material, stationery, lunches, teas, group photographs and certificates.

20% discount for women, SDPI members, HRDN members on each nomination, students registering through their institutions and groups of two or more. One free seat is available to a nominee of the Press Club. 20% discount will be given on additional nominations. 15% discount is available for participants who have previously attended SDPI's workshop since 2009.

## Contents

### Goal Setting

- Channelling the force of a shared vision
- Empowering mission
- Setting goals and objectives

### Team Building

- Creating motivated and effective teams
- Understanding team dynamics

### Leadership In Management

- Relationship between leadership and management
- Qualities of personal leadership
- Contemporary and global challenges of leadership

### Managing Performance Under Stress

- Performance management
- Appraising performance
- Understanding and managing stress at work

### Conflict Resolution

- Role of managers in conflict
- Managing differences
- Underlying factors and how to manage them

### Negotiating Skills

- Principles of negotiation
- Choosing effective negotiation strategies

### Decision-making

- Sequential steps in making consequential decisions
- Coping with uncertainty and risk
- Causes of impaired decisions

## Learning Objectives

By the end of this **interactive** workshop the participants will be able to:

- Familiarize themselves with techniques of setting achievable goals
- Enhance their knowledge of team building and conflict resolution
- Understand the importance of leadership in management and
- Enhance their skills in decision making and negotiations

## To Register Contact

Asad Raza or Asif Mehmood  
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Sustainable Development Policy Institute [SDPI]  
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## Resource Persons

**Mohammad Yasin** is a very experienced professional, having worked with prestigious organizations in the public and private sectors. He is a chartered Engineer in Electronics and is member of various engineering institutions in Pakistan and abroad. With a Masters degree in Political Science, and advanced education/training from UK, USA and Canada, Muhammad Yasin has served on the faculty of Military College of Signals and later worked with National Institute of Electronics. He also worked in the Prime Minister's Committee for Research and Analysis where he coordinated a number of research projects on district administration, police systems, dispensation of justice, information technology, and education. He has been with the Sustainable Development Institute (SDPI) for the last 17 years and during the time he got training in Strategic Planning and Management at the York University, Canada. At present he is working as Senior Advisor SDPI for Capacity Building. He has written numerous research papers and edited two books. Muhammad Yasin has years of teaching and training experience. He has designed and conducted a large number of courses/workshops on Management and specialized areas. His areas of specialization are, leadership, time management, negotiation skills, communication and presentation skills, performance appraisal, project management, proposal writing, and managerial and administrative skills.

**Atif Rahim Khan** has a MBA in International Management from the highest ranked International Business School in the USA and a certificate in Managing Technological Innovation from INSEAD. He has rich experience in speaking to and engaging senior professionals in the UK, Australia, USA, Pakistan and Austria. He has trained over 1000 individuals on Management topics. He has also authored case studies related to Human Resources and Change Management and has worked as the sole consultant for a Corporate Governance and Change Management project for a public limited company. He is the Project Director for the Training Forum and a member of the Lahore Chamber of Commerce and Industry Standing Committee on Training and Development.

**Zill-i-Ehsan** has over 15 years of professional experience and has been associated with education, training and development for the last 10 years. He has worked for various business organizations where he was instrumental in the improvement of general office management procedures as well as implementation of human resource development programs while being an active member of HR committees. As a training professional, Mr. Zill-i-Ehsan, has designed and conducted trainings for organizations in the development sector as well as sectors like telecom, banking, oil & gas, FMCGs and education. He has also designed, conducted and coordinated trainings for some projects of United Nations and Armed Forces in Pakistan and for USAID in Afghanistan. He focuses on business communication and presentation skills, project management, information management, HRD, office computing and management skills. At present he is working as training manager at SDPI.

## The Fine Print

Please use a separate registration form for each nominee. Seats are limited. Applicants will be registered on a first-come-first-served basis. Bookings will close for registration if all the seats are taken up before the last date. SDPI reserves the right to cancel or postpone the workshop if circumstances require. In that event, SDPI will ensure that the registered participants are informed as soon as possible. SDPI will also refund registration fees. We do not provide boarding/lodging and pick-up/drop facilities. However, we can assist you in booking at nearby hotels or guesthouses where you will pay your bills.



## REGISTRATION FORM

## Training Workshop on Managerial &amp; Administrative Skills

14-16 June 2011 | SDPI, Islamabad | Rs.15000 pp

Name	Designation
Education	Work Experience [Yrs.]
Organization	Sector/Industry
Cell Phone	Email Address
Office Phone	Fax

Mailing  
AddressCurrent Job  
DescriptionExpectations  
From This  
Workshop

1

2

3

4

5

Payment Details [Payable to the Sustainable Development Policy Institute]	Mode of Payment	Number	Date	Amount
	Crossed Cheque			
	Bank Draft			
	Pay Order			

Signature

Date

Withdrawal Refund Policy	10 or more days before workshop	100%	Three days before workshop	50%
	Nine to four days before workshop	75%	Two or less days before workshop	0%

Send  
Payments &  
This Form To

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Deadline To Register - 03 June 2011