

July Training Programs 2009

Fact Based Decision Making

Dates: 16-17 July '09

Duration: 02 days

Fee: PKR 11, 000

Venue: Islamabad

Fact Based Decision Making (02 days)

Good decision-making is an essential skill for effective leadership. If you learn to make timely and well-considered decisions, you can lead your team to well-deserved success. This workshop will introduce you to practical tools and techniques that can help you solve problems and make the best decisions possible using the time and information you have available.

Course Objectives:

- ✓ identify the real problem in a given situation,
- ✓ map out the likely consequences of alternative decisions,
- ✓ weigh the importance of individual factors,
- ✓ choose the best course of action to take, and
- ✓ See your decisions through to a successful implementation.

This course will prepare you to tackle any problem, large or small, and will give you the confidence you need to make and implement decisions that will benefit your career, your library, and the customers you serve.

Motivating Coaching & Delegation

Dates: 21-22 July '09

Duration: 02 days

Fee: PKR 11, 000

Venue: Islamabad

Motivating, Coaching & Delegation (02 days)

Supervisors play a key role in achieving organizational objectives. They are responsible to achieve targets at operational level and take a lot of stress in managing individuals and groups. Supervisors need to develop a style that works for them and that is also adoptable to different situations and people. The workshop on Management Skills for New Supervisors equips you with a variety of supervisory techniques that you can put into action immediately and plus the tools competent supervisors use to successfully lead and motivate individuals and teams.



Course Objectives:

- ✓ understand the role of supervisors in managing work
- ✓ learn principles of effective communication
- ✓ understand how to apply various motivational techniques
- ✓ learn techniques to help you cope with stress and conflicts
- ✓ use delegation for employee development
- ✓ manage their time management effectively

Building High Performing Team

Dates: 29-30 July '09

Duration: 02 days

Fee: PKR 11, 000

Venue: Islamabad

For Registration please contact:

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Building High Performing Team (Two days)

An effective team has to be **ACTION ORIENTATED**. In an effective team, members share a high level of commitment to achieving the organization objectives. From organization's point of view the effective team is one producing high quality results in the specified and targeted time.



Course Objectives:

On successful completion of the course participants will be able to:

- ✓ Understand what makes an effective team
- ✓ Describe team norms and common problems
- ✓ Define the criteria for high performing teams
- ✓ Realize the team leadership patterns and roles
- ✓ Identify conflict and its sources within teams

Appreciate the importance of trust and communication in team environment

ASK also specializes in customized In-House Training programs tailored to meet the specific training needs of our valued client organizations and its team of professionals. This includes conducting a training needs assessment (TNA) to determine exact needs of our valued client and then designing, tailoring, and delivering the training interventions to achieve the objectives identified during the TNA.

Make us your partner in enhancing and reshaping the attitudes skills and knowledge of your most precious asset i.e. the human resource.

I will be privileged if you communicate further on this.

Thanks & best regards,



CECIL OBAID

Senior HRD Executive

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