

HOW TO BE AN EFFECTIVE MANAGER

One day Workshop

There is an enormous confusion about effectiveness. Some writers go so far to claim that it cannot be measured; some managers measure themselves on what they do, rather than what they achieve. Some people think that effectiveness has something to do with "TYRING HARD". Effectiveness is not efficiency, it is doing the right thing, not the doing things right.

Today, in this modern society the organization / individual would like to complete their tasks before time and make it possible in the efficient way. This one day training program is designed for those people who are willing to increase their effectiveness in terms of managerial skills and want to learn the best methodology of successful managers.

WHAT DO PARTICIPANTS LEARN FROM THIS PROGRAM

- ❖ Practical How-to-do-it to get the key managerial skills in shortest possible time.
- ❖ Recognize their job in terms of outputs.
- ❖ An understanding how one should clearly measure effectiveness.
- ❖ Increased sensitivity to situation and dealing with difficult situations
- ❖ Awareness of different style and how to develop style flexibility.
- ❖ Expectations of Management, Managers and sub ordinates.
- ❖ Work your plan – Plan your Work.
- ❖ Case studies and in-basket exercises.

WHO CAN ATTEND

Anyone who is involved in Management

SPEAKERS

Dr. M. S. Waqar PhD, MBA, MS, CISA, PMP, CISSP - over 15 years of experience in training and consulting services.

Mr. M. Zafar Dar MBA, over 15 years of experience in management training and development with multinational organizations.

Fee: Rs.5000/- Per Participants Inclusive Lunch Material and Tea

Days & Timings: Sun, 20 Nov 2011 (9:00Am – 5:00Pm) Reporting time: 8:30Am

Last Registration Date: 15th Nov 2011

Hotel Regent Plaza

For Further Queries please contact us at 9221-34141329, 9221-34857148 or 0322-2083032 or info@3deducators.com or for further detail Please visit our website at <http://www.3deducators.com/workshops.asp>

Thanks and Regards

MANAGEMENT 3D EDUCATORS – PARTNER INSTITUTE OF SKILL DEVELOPMENT COUNCIL

