



# THE ART OF MANAGING PEOPLE

Facilitated by Sualeha Bhatti

## Overview

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### **Gain the core management skills you need to succeed!**

This seminar will teach you how to manage people and give you the crucial foundational skills to shift from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance.

Using guided exercises and practice sessions, you will discover how to adjust your management style and tackle new challenges. In-depth management skills practice combined with interactive activities take you through the paces of motivation, delegation, coaching, communication, performance management and leadership. You will be able to improve on key weakness areas, play to your strengths and get the best results from every member of your team.

## PROGRAM OUTCOMES

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- Gain a deeper understanding of your roles and responsibilities
- Improve communication to effectively set expectations for yourself and your direct reports
- Adapt your leadership style to meet the needs of individual team members
- Communicate organizational goals that get results
- Apply delegation strategies to increase productivity and motivation
- Use effective coaching techniques to maximize your team's performance

## WHO MUST ATTEND?

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Newly appointed or prospective managers with elementary management exposure who are interested in mastering essential management skills.

# Program Outline

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## YOUR ROLE AS MANAGER

- Identify qualities and abilities required for effective management
- Understand your role and responsibilities as manager
- Learn to transition from individual contributor to manager

## EFFECTIVE COMMUNICATION

- Recognize what effective communication really is
- Know the barriers that can cause derailment and misunderstanding
- Get a firm grasp of the five building blocks of managerial communication

## DELEGATION FOR GROWTH & DEVELOPMENT

- Know the benefits and challenges of delegation
- Recognize your comfort with delegation
- How to conduct an effective delegation conversation

## THE ART OF INFLUENCING OTHERS

- How to develop people, value differences and encourage honest communication
- Develop your leadership style to gain commitment from employees
- Match your leadership style to your developmental needs and task at hand

## COACHING FOR PERFORMANCE

- How does coaching develop, enhance and achieve goals
- Practice coaching and correcting difficult and challenging behaviors
- Identify the differences between coaching and discipline

## CREATING A MOTIVATIONAL CLIMATE

- The cost of demotivation and disengagement
- Recognize important elements of the motivational process
- Create your own practice for building a motivational climate

## PROGRAM INVESTMENT

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**PKR 15,500/-** + sales tax

per participant

(PST Lahore 16% or SST Karachi 13%)

- Register 4 delegates and 5th delegate attends for **FREE**
- The program fee covers program facilitation, course materials, refreshments, lunch and certificate of participation

## CONTACT US

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For registration and queries regarding “**The Art of Managing People**” program, contact:

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BRING **THE ART OF MANAGING PEOPLE** IN-HOUSE  
Contact **Nabil Kalu** at [nabil.k@learningmindsgroup.com](mailto:nabil.k@learningmindsgroup.com) or 0345-3340600

COURSE FACILITATOR

# SUALEHA BHATTI

Lead Trainer & Consultant



Sualeha Bhatti is one of Pakistan's leading names in the field of training and development. She holds a master's degree in Business Administration from UK and has had the privilege of interacting with and learning from some of the best-known names in this field such as Tom Peters, Robert Holding, Robert Bennings, Ron Kaufman, Omar Khan etc. Over 2 decades of experience in corporate change and creating transformational learning experiences has exposed her to a multitude of businesses and organizations both in Pakistan as well as abroad.

She has worked in a number of industries before venturing in the field of training and consultancy. Her practical experience ranges from trading companies to manufacturing and from hospitality to pharmaceutical industries. It is this experience that enables her to bring into her assignments a versatile knowledge of processes applied in different industries and helps her clients arrive at informed decisions.

Sualeha has provided her training and consulting services to various organizations including Abbott Laboratories, ACCA, American Express, Sanofi Aventis, Engro Chemical, Engro Vopak, GSK, OMV Pakistan, ENI Lasmo, Shell, BOC Pakistan, British Petroleum, Lotte Pakistan, Pakistan State Oil, Brookes Pharma, Dawood Group, Siemens, Pfizer, Mobilink, National Bank Of Pakistan, United Bank, Hub Pak Salt, Atlas Battery, Reckitt Benckiser, Hinopak, National Bank Of Pakistan, Dow Crop Sciences, Canadian High Commission Project, ICI Pakistan, BHP Petroleum, Confifi Group (Sri Lanka), Aitken Spence Group (Sri Lanka), Hayleys Group (Sri Lanka), Khatib & Alami (UAE), Nokia Siemens Networks Middle, Canadian High Commission Project, ICI Pakistan, BHP Petroleum, Aitken Spence Group (Sri Lanka), Hayleys Group (Sri Lanka), Nokia Siemens Networks Middle East and African Regions.

## AREAS OF EXPERTISE

- Winning Decisions ( A 2.5-day business simulation for manufacturing concerns)
- Living Leadership ( A 3-day residential leadership experiential program)
- Team Building Program
- Problem Solving and Decision Making
- The Art of Managing People

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