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THE MANAGER'S TOOLKIT

Essential Skills for Leading People & Performance

Duration: 1 Day



Date:
08 December 2026

Venue:
Mövenpick Karachi

Time:
0900 — 1700 Hours

FACILITATED BY:

SHEIKH HAMMAD AMJAD

Corporate Leader, Management & Organizational Effectiveness Expert

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WORKSHOP OVERVIEW

This practical one-day programme helps managers shift from being the person who personally gets everything done to the person who creates clarity, capability and accountability through others. The workshop uses the core ideas of The New One Minute Manager as its backbone - clear goals, timely praise and constructive redirection - and expands them into the everyday skills managers need for delegation, coaching, feedback, performance conversations and people development.

LEARNING OUTCOMES

- Recognize the mindset shift required when moving from individual contributor to manager.
- Set clear expectations and goals so employees understand what good performance looks like.
- Delegate work with appropriate clarity, authority, support and follow-up.
- Use specific and timely praise to reinforce progress and effective behaviour.
- Redirect performance problems without attacking the person or avoiding accountability.
- Use coaching conversations and practical follow-up to develop employee ownership and capability.

TRAINING METHODOLOGY

Short concept inputs, self-reflection, goal-setting practice, delegation decisions, paired coaching, praise and redirect simulations, triad role-play, case clinics and 30-day action planning. The emphasis is on simple, repeatable conversations managers can use immediately rather than abstract management theory.

EXPECTED PARTICIPANT TAKEAWAYS

- A practical framework for managing through clear expectations, support and accountability.
- Confidence in giving timely praise and constructive redirection.
- Improved delegation and coaching habits.
- A focused 30-day personal management action plan.

Conceptual foundation: *Ken Blanchard and Spencer Johnson's "The New One Minute Manager," especially the core practices of One Minute Goals, One Minute Praisings and One Minute Re-Directs. Additional activities are original facilitation design.*

Note: *Timings and scenarios can be tailored to participant level, group size and organizational context.*

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WHAT THE PROGRAM COVERS

- **The Shift from Employee to Manager**
  Moving from individual delivery to achieving results through others; understanding ownership, accountability and the manager's role.
- **Managing Yourself Before Managing Others**
  Setting priorities, exercising judgement, managing emotions and knowing when to act, delegate, escalate or step back.
- **Understanding People & Managing Relationships**
  Listening, emotional intelligence, adapting to different employee needs, managing former peers and maintaining professional boundaries.
- **Setting Goals & Clear Expectations**
  Defining outcomes, standards, priorities and what good performance looks like.
- **Delegation That Builds Ownership**
  Delegating with the right level of authority and support while avoiding micromanagement and reverse delegation.
- **Coaching & Developing People**
  Identifying performance barriers and building employee capability, confidence and ownership through effective coaching.
- **Recognition, Feedback & Difficult Conversations**
  Reinforcing good performance while addressing mistakes, missed deadlines, behavioural issues and performance gaps constructively.
- **Managing Conflict, Bias & Fairness**
  Handling disagreement objectively, avoiding favouritism and making fair managerial decisions.
- **Performance Management & Appraisal**
  Connecting goals, observation, evidence and ongoing feedback to meaningful performance reviews.
- **Seeing the Bigger Picture**
  Managing teams and making decisions with an understanding of customers, cost, operations and organizational priorities.

WHO SHOULD ATTEND?

New & Emerging Managers, First-Time Managers, Team Leaders, Supervisors, Assistant Managers and experienced People Managers looking to strengthen their core managerial effectiveness.

Ideal for professionals who have recently moved or are preparing to move from individual contributor roles into positions where they are responsible for leading people, managing performance and delivering results through others.

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MEET THE TRAINER

SHEIKH HAMMAD AMJAD

Corporate Leader, Management &
Organizational Effectiveness Expert

Sheikh Hammad Amjad is an organizational effectiveness and business transformation professional with over 18 years of experience across corporate leadership, consulting, entrepreneurship and professional capability development. He is a Professional Fellow of the University of Oklahoma, USA, through a program funded by the U.S. Department of State, and a Charles Wallace Trust Fellow at SOAS University of London.

Currently serving as Deputy Country Head, Pakistan at Nippon Express South Asia & Oceania, Hammad has previously led the International Business Council and British Business Centre as CEO. His experience spans managerial excellence, team development, stakeholder management, change management and business decision-making. He has also trained and mentored professionals, entrepreneurs and 500+ startups, and established and managed 11 ventures across diverse industries.

An MBA from the Institute of Business Management, Hammad is also a Certified Professional Coach and Mentor. His professional engagements have included INSEAD, International Trade Centre (UN/WTO), UNDP, GIZ and the British Council, enabling him to bring international perspectives together with practical, real-world experience of leading people, managing performance and navigating business challenges.

REGISTRATION DETAILS

REGULAR FEE

PKR 35,000

PER PARTICIPANT + SST

Fee Includes:
Learning material, lunch, refreshments, business networking opportunities, and a certificate of participation.

10% discount on a group of 3 or more participants

For Registration(s)
send us your **Name, Designation, E-mail, Mobile Number and CNIC to events@learningmindsgroup.com**

For further information please contact
TALHA SHABBIR
Phone: **0321-8747595**
events@learningmindsgroup.com

Cancellation Policy: Cancellations made within 7 working days of the workshop are non-refundable. All cancellations must be submitted via email. Substitutions, however, are welcome at any time.

Interested in a customized in-house workshop for your organization?

Email us at **talha.s@learningmindsgroup.com** to explore the possibilities.