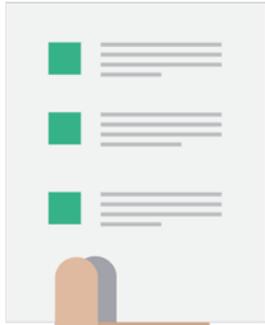




Management Association of Pakistan

Delegating for Results

One Day Workshop: 4th August 2016, 10:00 am - 04:30 pm
at PSTD, Karachi with Zeeshan Lakhpaty



Delegation is one of the most powerful tools for developing people and organizational success which often managers and supervisors lack. Learning to delegate effectively empowers staff and promotes bigger and better opportunities.

This highly engaging program by the Management Association of Pakistan, facilitated by Zeeshan Lakhpaty, will equip the participants with practical tools and techniques that will enable them to develop effective delegation skills with transferrable workplace learning outcomes.

LEARNING OUTCOMES

- Appreciate the importance of delegating to get tasks done effectively.
- Adopt appropriate strategies to delegate the right task to the right people at the right time and in the right way.
- Use a systematic step-by-step approach to brief people on what you want to delegate to them.
- Follow guidelines to monitor the performance of the delegatee and self when delegating.
- Empower others to perform at their peak and help them grow.
- Provide feedback during and after completion of delegated tasks.
- Overcome the habit of micromanagement while delegating tasks.
- Delegate while keeping authority at your hands for critical tasks.

COURSE OUTLINE

- Understanding Delegation
- Why People Don't Delegate Enough?
- What, Whom and How to Delegate
- Delegation Strategy
- How to Monitor and Control a Delegated Task
- Levels of Delegation-Local Industry Example
- Giving Feedback after Delegation

TRAINING METHODOLOGY

Highly interactive with the help of role plays, industry examples, case studies, brainstorming activities, simulations, training video clips, business exercises, HBR Publications, hands on implementation, hands on feedback/assessment, learning action plans and equipped with highly rich contents.

WHO SHOULD ATTEND

Professionals working in the capacity of Senior Managers, Departmental Heads, Functional Heads, Line Managers, Assistant Managers, Aspiring Upcoming Managers, Supervisors, Team Leaders, Project Managers, and everyone who would like to delegate effectively at workplace.

TRAINER'S PROFILE



Zeeshan Lakhpaty is a known International Management Trainer and Facilitator having trained more than thirty thousands of professionals in various countries including Pakistan, Singapore, Malaysia, Dubai, Egypt, Saudi Arabia and Sri Lanka, to name a few.

While adding value to more than 150 leading multinational and local organizations through customized tailored learning interventions, Zeeshan has worked with companies like Nestle, Almarai, Toyota, Total Oil, Emirates Group, Abbott, Novo Nordisk, Schneider Electric, Abu Dhabi Group, Dubai Port World, Descon Engineering, United Nations and others.

He has conducted training programs through the Association of Professional Trainers, Singapore, Facilitator's Network Singapore FNS and International Coaching Federation ICF. Zeeshan was awarded as a best speaker by various Toastmaster International Clubs based in Singapore few of them including YMCA Toastmaster and Whampao Toastmaster International.

WHEN & WHERE?

4th August, 2016 | 10:00 A.M – 4:30 P.M

Workshop Venue: Pakistan Society for Training & Development

Add: Plot# TC-3, 34 Street, off Khayaban-e-Seher, Opp. Royal Rodale Club, Phase V, DHA, Karachi