



# Habits of Highly Effective Managers



## Practical Comprehensive Program for Managers

23 - 24 November 2016, Hotel TBC, Kuala Lumpur



### Program Objectives

Mr. Zeeshan Lakhpaty

The training includes the following objectives:

- This training is designed specifically for the managers in the oil and gas industry to provide them with the essential line management toolkit through the important seven habits of highly successful managers.
- This training will enable the managers to manage, motivate, retain, delegate, coach and develop their team more effectively and help them to focus more time on the important strategic work.
- This training will enable them to perform their current roles as managers effectively and prepare themselves for future roles as senior managers and departmental heads in the near future.

### Learning Outcomes

At the end of the training, the participants will be able to:

- Gain deeper understanding of roles and responsibilities of highly effective manager.
- Develop trust, mutual cooperation and sense of connection among team.
- Become a creative manager who quickly helps team to achieve targets.
- Delegate tasks to the team members and continuously develop team with delegation.
- Utilize each and every employee talent, skills and abilities.
- Coach and empower team members to perform at their peak and help them grow.
- Motivate team members to perform with full potential.
- Give constructive feedback to team members to increase performance.
- Retain top talented employees.
- Plan, organize and prioritize tasks by focusing on top priorities.
- Identify current gaps in the team, and learn how to improve them by working closely with the branch team.

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### Training Methodology

- Highly Interactive Session
- Group Discussions
- Real Role Plays
- Practical Industry Examples
- Training Games
- Brainstorming Discussion
- Simulations
- Video Clips
- Business Exercises
- Hands on Implementation

#### FREE Practical Tools Giveaway's:

All the participants will be given the hard copy/soft copy of the following practical tools to implement right away:

- Giving Feedback to Team Checklist
- Leadership HBR Guide
- Delegation Template
- GROW Model
- Levels of Delegation
- Team Connection
- CEDER Model
- 3RJT (Right Person Right Job Right Time Template)
- Five Harvard Business Review Articles



## Trainer's Profile



Zeeshan Lakhpaty is a well known International Trainer and Facilitator having trained more than thirty thousands of professionals across the Asia Pacific region.

Zeeshan's experience includes training employees from a wide range of industries including banking, insurance, pharmaceutical, telecom, FMCG, information technology, manufacturing, automobile, petroleum and oil and gas industries.

Zeeshan has worked with top leading multinational companies by adding great value with tailored learning interventions. Zeeshan client's include companies like Nestle, Almarai, Toyota, Total Oil, Emirates LC, Abbott, Novo Nordisk, Bayer, Dubai Port Holdings, Schneider Electric, Abu Dhabi Group, Bank of Alexandria, United Nations, Agility Logistics just to name a few.

Zeeshan is among very few industry trainers who have practical experience of working with top multinational organizations; Zeeshan has worked as an employee in various roles with Proctor and Gamble P&G, English Biscuit Manufactures EBM and Royal Bank of Scotland RBS which gives him an edge in designing practical learning interventions with transferrable workplace skills.

Zeeshan has conducted training programs through the Association of Professional Trainers, Singapore, Facilitator's Network Singapore FNS and International Coaching Federation ICF.

Zeeshan regularly writes for DAWN as one of the prominent authors of the best workplace articles published in DAWN Advertiser.

## Who Should Attend

- Managers/ Sr. Managers
- Line Managers
- Departmental Heads
- Unit Managers
- Section Heads
- Supervisors
- Aspiring Managers/ Upcoming Managers
- Any one who is managing people and wants to be become highly effective

