

OVERVIEW:

National Productivity Organization, Ministry of Industries & Production announces training program on **Junior Management Course (05 days) JMC Special Module** at Islamabad.

Designed For:

Participants should be young executives, specialists, high potentials, project leaders and junior managers from all fields of business and disciplines who are planning a career move and want to prepare for it.

LEARNING OBJECTIVES:

The goal of this program, therefore, is to teach you these tools and how to use them using neutral cases from the business world. By taking part, you will enhance your knowledge of the methods and tools of modern management theory and strengthen your ability to apply this knowledge at work.

COURSE CONTENTS:

- Introduction session/Emotional Intelligence, Change Management
- Team Building Getting People to Work Together
- Inter Personal Relation/Influencing with or without Authority
- Art of Communication Skill/Personal Effectiveness
- Leadership/LPI
- Organizational Setup/ Service Regulations/Leave Rules
- Finance for Non-Finance Managers
- Reliability
- Cyber Security/ Health Tips
- Group Project Presentation

LEARNING METHODS:

- Power Point Presentations
- Role-Play
- Brainstorming
- Open Discussion
- Case Study



Registration Deadline December 13, 2019

Mr. Siraj M. Khan

(0333-5992488)

Email: siraj@npo.gov.pk

Mr. Zia Ur Rehman

(0332-5171079)

Email: zia@npo.gov.pk

Investment: PKR 18,000/-

Timing: 09:30 AM – 04:30 PM

LIMITED SEATS ARE AVAILABLE

RESOURCE PERSON:

SYED ATIF SHAH

A Certified Health, Safety, Environment, Soft Skills and Management trainer with a passion for designing and conducting courses in the field of safety quality and project management. Personable trainer able to coach management personal in soft skills and managerial skills to enhance their productivity. Trainer able to coach and motivate clients and create an environment where excellence and goals are heard nurtured & executed producing lifetime results. Proven business acumen combined with practical experience and formal training leadership, health, safety, accident incident investigations, project management, and soft skills. Areas of strength include.

01-CPD Point for Engineers with Special Discount



