

presents



Women IN MANAGEMENT

"A Valuable Management Course for the Progression and Empowerment of Women in Business"

14th December 2009 | Karachi Marriott Hotel | 9:00 am to 5:30 pm

Course Overview

This remarkable one-day course is aimed at inspiring and empowering women in management to maximise their potential whilst thriving in chaotic times! Through the exploration of real-life issues that women regularly face in the workplace, you will be able to articulate a vision for your life and for your role in your organisation. The course framework will demonstrate effective strategies for mastering emotions during challenging times. Thus enabling you to advance forward as business leader and achieve corporate success, transforming you and the organisations you serve.

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Dear Colleague,

The number of women across the work force in the Pakistan, has grown at an enormous rate over the past 20 years. However, as elsewhere, women are dramatically under-represented at senior levels of management. So how do you, as a woman advance as a business leader in this challenging environment?

TerraBiz's **Women In Management** is an exciting and highly interactive course, which will allow you to take the time to explore what you want from life and how to set about getting it, whilst learning practical skills to increase your success in the business world, and how to strive for that ALL important Work/Life Balance.

This stimulating course will give you the chance to discover more about yourself and your interactions with others. Developing your leadership style, work/life balance, managing conflict, understanding Emotional Intelligence, these are all issues that you face daily. Discover how to tackle them and make the best of your business success. As a woman in management it is critical that you develop and refine an integrative strategy that works for your team and for YOU! This course will also help you determine what kind of tasks and situations might be easier or more comfortable for you as a woman in management and also what kinds of tasks may be less easy and less comfortable for you.

Don't miss this opportunity to benefit from the expert knowledge of the course leader, Mr. Sohail Zindani, Founder and Chief Learning Officer at Learning Minds! – A Corporate Learning Solution Company, based in Pakistan. Join executives from all over the Pakistan to discuss the practical skills and leadership areas of most concern to you!

Sohail and I look forward to welcoming you to this beneficial course after Eid Ul Adha this December.

Yours faithfully,



Qazi Waqas Ahmed
Course Manager

The Role of Women in Management in Pakistan

This will be an interactive opportunity to “set the scene” with your peers and fellow course participants with a lively syndicate discussion on the strengths, weaknesses, opportunities and threats for women in management in Pakistan.

Defining Your Personal Vision as a Woman In Management – What Are Your Career Expectations?

You have talent, skills, experience, entrepreneurial skills and potential. How do you make yourself the best candidate for your desired promotion? In this session of the course you will be able to:

- ✎ Explore the reasons people fail to set goals
- ✎ Explain five key concepts in goal setting that will enable you to tackle obstacles that inhibit individuals from creating meaningful, achievable career expectations
- ✎ Examine the critical steps to goal achievement
- ✎ Discover the “Twelve Steps To Goal Achievement”
- ✎ Broaden your understanding of why and how to set specific, measurable, attainable, relevant and timely career goals

Learning to Lead – Developing Your Leadership Style

- ✎ What are the specific leadership attributes and their associated behaviours that need to be demonstrated within your work environment?
- ✎ Who are the stakeholders in your business environment?
- ✎ What results need to be achieved for each of them?
- ✎ How can you influence these results?
- ✎ How can you win credibility both within and beyond your organisation?
- ✎ What are the specific organisational capabilities required to maximise current and future performance in your business?
- ✎ Learn to better understand your own leadership style and build on your strengths

Managing the Performance of both individuals and the Team

- ✂ Linking strategic and operational plans to individual performance management
- ✂ Building individual capabilities
- ✂ Managing individual performance
- ✂ Performance coaching and counselling
- ✂ Managing diminished performance
- ✂ Gender issues inherent in the performance management process
- ✂ The importance of personal role modelling
- ✂ Development and maintenance of team commitment, cohesion and cooperation
- ✂ Stages of team development
- ✂ Exploration of strategies for developing empowered teams who take ownership for results

Work/Life Balance - Is Work/Life Balance More Difficult For Women?

- ✂ Developing a more balanced lifestyle

Emotional Intelligence – Understanding How EI Can Increase Your Career Options

- ✂ Develop a comprehensive awareness of the field called "Emotional Intelligence"
- ✂ Learn about the latest and most critical research findings about EI
- ✂ Build an understanding of how EI impacts our lives generally, as women and on our ability to lead
- ✂ The five key domains of Emotional Intelligence and an opportunity for you to evaluate your own current level of EI across these domains
- ✂ Develop skills that help to build your emotional awareness of yourself and others
- ✂ Practice techniques that serve to embed emotionally-intelligent behaviour in your leadership roles
- ✂ Coach others to better understand EI

The Psychology Of Achievement – Breaking Through Personal Barriers And Presenting Yourself As A Woman Who Is Going Places

- ✂ What is the "psychology of achievement"?
- ✂ Seven mental laws that can be used as a positive influence in your life as a woman in management
- ✂ How to unlock your potential and take charge of your life
- ✂ Goal Setting: The key to success
- ✂ Review the goals set in session two and set a realistic plan for your first steps on the post-workshop career path
- ✂ Develop a "successful" personality and build superior relationships for career longevity

Who Should Attend?

Managers, Supervisors, Team Leaders and Heads of Department in HR, Sales and Marketing, Quality and Finance, will benefit from this inspirational course.

Course Methodology

The course will be highly interactive and in addition to mini theory sessions, will include: syndicate activities, case studies, psychometrics and discussion group sessions.

On Completion Of This Beneficial Course, You Will Be Able To:

- ✂ **Define** your personal vision and career expectations as a woman in management
- ✂ **Develop** your own personal leadership style and specific attributes
- ✂ **Discover** how to successfully manage the performance of both individuals and the team
- ✂ **Discuss** the strengths, weaknesses, opportunities and threats for women in management in Pakistan
- ✂ **Understand** how Emotional Intelligence (EI) can increase your career options
- ✂ **Breakthrough** your personal barriers and present yourself as a woman who is going places



Registration Note

"A Valuable Management Course for the Progression and Empowerment of Women in Business"

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Meet Your Course Facilitator:

Sohail Zindani

International Speaker, Trainer and Consultant



With a diverse training experience, coupled with his knowledge, enthusiasm, and understanding of organizational dynamics, Sohail Zindani creates powerful and positive changes in organizations. Sohail is a

compelling and sought-after motivational speaker and facilitator. Competent, energetic, fun, and enthusiastic are words commonly used by audiences to describe his presentations.

Sohail currently is engaged as Founder and Chief Learning Officer at Learning Minds! – A Corporate Learning Solution Company, based in Pakistan. He is able to speak to an audience and communicate with each person as if they were alone and talking one-on-one. His unmatched art of story-telling and unsurpassed sense of humor makes him an absolute speaker of choice.

As a trainer, he has an extensive exposure of training in almost every industry including Banking and Financial Institutions, Pharmaceuticals, Media, Agro Science, Chemical, Textiles, Oil and Gas (Exploration and Marketing), Hospitality, FMCG, Cellular and Telecom, Automobiles, Industrial Engineering and IT. With more than 70 loyal clients in 5 different countries and above 18,000 participants trained, Sohail continues to contribute in the national and international learning arena. Sohail have presented motivational and thought provoking sessions and keynotes on various national and international platforms like Asia HRD Congress – Indonesia and Malaysia, HR Summit Bangalore, HR Summit Singapore, Human Capital Management Conference, Pakistan... to name few.

Moreover, under his dynamic leadership, Learning Minds! have also developed some key business relationship in the USA, India, Singapore, Malaysia and Middle-East.

Sohail lives in, and travels from Karachi, Pakistan.

Participation will be confirmed **subject to receipt of payment.**

Substitutions are welcome. Please notify us in writing at least two working days prior to the event. All cancellations must be sent in writing, and will carry a 15% cancellation fee, once a registration request is received and acknowledged by Terrabiz.

Workshop fees must be paid in full. No refunds will be given if a written cancellation occurs within 10 working days prior to the workshop. Same applies for delegates who don't attend the workshop without cancellation. Workshop materials will still be couriered to them. However, if you have paid your workshop fee in full and you wish to attend any other workshop from Terrabiz within 6 months of the initial registration, you will only be invoiced for 15% of that workshop fee. Please note that you can transfer only once. In the event of unforeseen circumstances, Terrabiz reserves the right to cancel or postpone the event.

Workshop Investment: Rs. 8,500/- per participant

***Early Bird Discount: Rs. 7,500/-** per participant
Before 5th December 2009

*Group Discount

Every 4th participant from the same organization is Free

**Discounts are mutually exclusive*

Includes course ware, Terrabiz certificate, lunch, refreshments and business networking.

For Registration Contact Qazi Waqas Ahmed

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Send your cheque in favour of "Terrabiz" to Murad Hassan
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TerraBiz

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Terrabiz is a business information firm and during the last 22 months of our operations we have managed and organized events of various calibers with over 2500 delegates, about 100 Pakistani and international speakers and 75 sponsors, and supporters. Among our more recent events was the Entrepreneurship 09 Conference in August which was held in collaboration with MPF, the Human Capital Management Conference in Karachi and Lahore in April and July this year respectively, the Women in Leadership & Business Conference (WIBCON '09) in collaboration with Pakistan Society for Training & Development in March, the Compensation & Benefits Day in June '09 and others. We also organized the 11th Convention of the Management Association of Pakistan in December last year in Karachi. MAP convention has become the benchmark against which all business conferences are measured. Terrabiz is producing another international conference for MAP on 18 November in Lahore. Boeing and many other foreign and local business groups will be participating in that. Terrabiz manages road shows for Central Depository Company (CDC) in Pakistan. In December 2009, we will be organizing the Marketing Conference & Exhibition in which BTL & ATL marketing firms will be showcasing their services and products, along with top-most corporate speakers from the sector sharing their thoughts and ideas on various aspects of marketing activities.

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