Enhancing Managerial Skills

Tools & Tips for effective management

Senior executives of companies we surveyed, mention that one of their main areas of concern is training their new managers to develop

essential managerial skills. Traditionally, most companies conduct programs to share their mission and vision, conduct short orientations and assess managerial skills. However, the some of the basic tenets of management tend to be overlooked. These include people skills, managing time and task, dealing with teams and other everyday needs that make a manager's day.

Our workshop addresses these areas through the practical demonstration of tools and tips that are universally applicable. Participants, who could be current or aspirational managers, will leave the venue with an abundance of ready-to-run ideas, worksheets and other tools that would make their managerial journey stress-free!

Learning Outcomes

By the end of this one day workshop participants will be able to

- Identify their own managerial skills in order to use them effectively at the workplace.
- Express their own interpersonal preferences so as to enable more productive workplace interactions.
- Understand and use the tools for becoming proactive versus being reactive in various management situations.
- Demonstrate managerial skills such as giving & receiving feedback, communicating decisions, scheduling and managing time, delegating work and resolving team conflict.

Who should participate?

The program is designed for managers and supervisors who have recently joined the workforce or have been promoted to positions of authority. Aspiring managers, who are likely to shoulder increased responsibility in the future, would also benefit from this program.

What will be un-covered

The program addresses the content under two broad areas – Managing Self and Managing Others. Sub-topics include:

- Understand the need for specific skills in management
- Manage Time and other resources
- Delegate to the Team
- Make Presentations that persuade
- Use Interpersonal Skills for cordial relations
- Resolve Conflict in teams
- Handle Feedback

Companies that have benefitted from the earlier sessions include Spencer's Retail, Aditya Birla, Balmer Lawrie, Indianoil, , Tata Medical Services, Bengal NRI Complex, Siddha Group, Exide Industries, Axsys Technologies, Vision Comptech Integrators, Genius Consultants, RDG Enterprises, Megaa Moda, Saraswati Infracon, , ESDECS India, A N Ranga & Sons, Khimjee Hunsraj, Riverbank Developers, WBSEDCL, Rupa.

Venue	:	**Hotel Hindusthan International, AJC Bose Road, Kolkata**
Date	:	**Saturday, February 20th , 2016**
Timing	:	**Registration at 0900 hours. Valediction at 1730 hours**
Investment	:	**INR 3500 per head inclusive of Service Tax, Participant Workbook, Workshop Kit, Participation Certificate for each participant, Facilitation Materials, Refreshments and Lunch.**
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		Leslie Francis D'Gama at 90516 11196 email : les.dgama@gmail.com

Facilitators

The workshop will be facilitated by two highly experienced persons who have spent considerable time on the job as well as are accomplished trainers:

Shivaji Gupta Roy is a senior Trainer and Management Consultant with more than 30 years of varied cross functional experience in the areas of Organisational Behaviour, Organisational Development, Sales, Marketing, General Management, Organisational Transformation and Effectiveness. Shivaji has been conducting training programs since 1981 and has mounted innumerable programs for MNCs, PSUs, Private, Public and Governmental Departments in the region of India, Spain, Russia, Indonesia, USA, China, Singapore, Bangladesh, Nepal and Sri Lanka. Shivaji is acclaimed to be an excellent trainer and communicator. His training style is very interactive and he brings on board his many years of experience of being an academic, trainer, corporate executive, IT professional, coach and mentor.

Shivaji acquired his Master of Business Administration degree from Indian Institute of Social Welfare and Business Management, Kolkata after completing his Bachelor of Commerce (Honours) from St. Xavier's College Kolkata. He worked with Administrative Staff College of India, Hyderabad as a Faculty Member in the Marketing and OB area. During his tenure of more than 18 years with ASCI he was selected by the Indo-EEC Commission to work in ESADE, Barcelona, Spain as a Visiting Professor doing research and teaching courses on Services and International Marketing. Shivaji subsequently moved out to work for one of the Big 4 Consulting organisation PricewaterhouseCoopers wherein other than his consulting role he was a member of the firm's worldwide Continuing Education Team that operated out of Tampa, USA. After a stint of 5 years, he moved out to work with Intelligroup Asia, Hyderabad as Head of Operations & Recruitments and subsequently took up the position of Head PeopleSoft Practice of ITC Infotech Ltd, Kolkata. He also subsequently served the Sarda Group as Vice President – HR and Corporate Services. Thereafter as Executive Director, CitiXsys Technologies he transformed the firm to become an international entity having interests across the globe. Shivaji then moved on to work with Franklin Covey South Asia, as Executive Vice President working on business development and delivering 7 Habits and Leadership programs across South East Asia. Currently he operates his own firm Consulting Junction.

Leslie Francis D'Gama, was formerly Vice President and Head – Trainer Development Group of IL&FS Education and Technology Services Limited, an organisation committed to enhancing the quality and delivery of education across all learning segments. Leslie worked at IL&FS from Nov 1999 to Mar 2012 and managed a team of dedicated training professionals across all branches of the company. His focus was on developing training of trainers in various disciplines.

He holds an M.A., a B.Ed, and the Diploma in Training & Development from Indian Society for Training & Development, New Delhi and is an accredited FIRO-B Practitioner (Consulting Psychologists Press). He has been accredited by the Scottish Qualification Authority in conducting sessions for trainers on "Planning and Delivering Sessions to Groups". He has also attended training in Myers-Briggs Type Indicator (MBTI) conducted by ISABS (Indian Society for Applied Behavioural Sciences) and Competency Mapping conducted by National HRD Network, among several other workshops and seminars.

His experience in Learning and Development includes the design and execution of various programs, notably the World Links program for the World Bank, Instructional Design for courses accredited by the Commonwealth of Learning and core-skills workshops for Software Engineers.

He has conducted training in Language, Communications, Team work, Leadership and Interpersonal Skills at institutions such as M N Dastur and Company, Nicco Engineering, Pricewaterhouse Coopers, British Council, Tata Telecom, SkyTech Solutions, Alstom, Child Rights and You (CRY) and educational institutions such as Nirma Institute of Technology Gujarat, IISWBM, IIT Kharagpur, Eastern Institute of Management and Jadavpur University Management College.

He is currently a life member of both National HRD Network and ISTD. At ISTD he was Vice Chairman 2011-12 and Chairman of the Kolkata Chapter for the year 2012-2013.

Leslie's present work includes consulting in organizational development programs with diverse organizations such as the Luxmi Tea Group of 17 tea estates, the Bengal NRI Complex Limited (Urbana Project) and Keventer Projects Limited. In the area of Interpersonal Relations and FIRO-B® he has recently worked with two Forums of the Entrepreneur's Organization (EO), M N Dastur Senior Management, Nestle India and the team at IL&FS Kolkata.

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