



PERSONAL MANAGEMENT

STRESS & ANGER MANAGEMENT TO ENHANCE QUALITY OF LIFE & CAREER

LEARNING OUTCOMES:

- Understand how Stress can cause short-term and long term effects that can be physical and emotional.
- Understand how the body react differently to stress including, digestive system, circulatory system, and vision
- Understand the long term physical response to stress
- Be able to carry out a stress evaluation for your company staff
- Understand how non work-related stress effects

THE COURSE:

- Defining Stress and Life
- 2 Levels of Stress that we are constantly in
- Positive and Negative Stress
- Body Reaction to Stress
- Origins of Stress
- Causes of Stress at work
- Driving and Stress
- Your Manager and Stress
- Poor Stress Management Driving Attitude
- What is anger
- Types of Anger
- Identify your Anger Triggers
- Know you Anger cues
- Symptoms of Anger
- Means of Anger expression
- Anger Management Techniques

1
Day

PRICE & DETAILS

PKR 5000/person

Dates:
1st January & 17th January 2015

Tea and refreshments
will be served during
the session.

COURSE METHOD & CERTIFICATE:

- Course attendance certificate will be awarded at the end of the session.
- The workshop is inclusive of well signed presentations, case scenarios, practical exercises and related videos

COURSE DIRECTOR

- Dr Mutahir is a PhD in Engineering Management. He is PMP and MS in information technology as well. He has over 30 years of experience in training and management. He is the overall in charge of the course curriculum and each course from STC Lahore is approve by him for delivery



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PERSONAL MANAGEMENT

EFFECTIVE TIME MANAGEMENT: TOOLS FOR MANAGING LIFE AND CAREER

LEARNING OUTCOMES:

- To explore why time management issues arise
- To improve delegates ability to plan and prioritize their own work
- To raise awareness of the importance of setting clear goals
- To help minimize wasted time and distractions in the workplace
- To avoid being deflected from your priorities
- To explore self-motivation and as a time management tool

THE COURSE:

- Time Management the Story so Far
- Seeing time differently
- Time Management Reality Check
- Getting Time Management Straight
- Making Sure Time Management Happens
- Getting the support you need
- Time Management the next step

1
Day

PRICE & DETAILS

PKR 3500/person

Dates:
3rd Jan & 19th Jan 2015

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SAFETY MANAGEMENT

RISK MANAGEMENT FOR MANAGERS

LEARNING OUTCOMES:

- Promotes a proactive attitude within the individual to hazard analysis
- Introduce the proactive concept and benefits of safety engineering and hazard / risk assessment analysis
- Help to recognize the range of the key factors to be considered in the process of hazard and risk assessment analysis

THE COURSE:

- Why do we need safety engineering
- Examples of major disasters □
- The safety system process
- Hazard identification
- Hazard control and Risk acceptance □
- Hazard reduction process □
- Design out hazards
- Safety standards codes , national and international
- Safety analysis in Chemical process

1
Day

PRICE & DETAILS

PKR 3500/person

Dates:
6th Jan & 21st Jan 2015

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PERSONAL MANAGEMENT

PROJECT COST MANAGEMENT

LEARNING OUTCOMES:

- Understand process for applying the skills and knowledge of cost engineering
- Cost Management maps the process upstream of project management
- A unique element of the Cost Management process is that it integrates all the steps that an organization must take to deploy its business strategy

THE COURSE:

- Fundamentals of Effective Cost Management Skills
- Identify the elements of effective cost management
- Improved planning, budgeting, earned value management, cost control and performance measurement are imperative to reduce project risk and secure on-time, within budget delivery.
- Seamlessly integrate project schedules and initial cost estimates to develop time-phased budgets and forecasts
- Illustrate how to plan and prepare effective budgeting for a project

1
Day

PRICE & DETAILS

PKR 4000/person

Dates:
3rd Jan & 23rd 2015

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PERSONAL MANAGEMENT

CONFLICT MANAGEMENT

LEARNING OUTCOMES:

- Understand the process of limiting the negative aspects of conflict while increasing the positive aspects of conflict
- To know the distinction between substantive (also called performance, task, issue, or active) conflict and affective (also called relationship) conflict.
- To understand the causes of conflict and the methods to mitigate them

THE COURSE:

- Distinction between good and bad conflict
- Identify Substantive and affective conflict
- Methods for the reduction, elimination, or termination of all forms and types of conflict.
- To know about Five styles for conflict management
- To minimize the negative outcomes of conflict and promote the positive outcomes of conflict with the goal of improving learning in an organization
- Understand interpersonal level includes disputes between peers as well as supervisor-subordinate conflict

1
Day

PRICE & DETAILS

PKR 4000/person

Dates:
9th January & 24th January 2015

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PERSONAL MANAGEMENT

LEAN PROCESS IMPROVEMENT

LEARNING OUTCOMES:

- Understand process for applying the skills and knowledge of lean management
- Learn the tools to identify and remove waste from a process, sustain gains and improve operation and safety in your organization
- Develop a plan to implement lean across your organization, leading to reduced costs and cycle time

THE COURSE:

- This course shows you how to establish a successful lean waste reduction program at your organization.
- This course teaches you how to apply lean tools in any environment.
- By understanding eight wastes, this course shows you how to save money and gain a competitive advantage by limiting waste.
- Learn how to optimize your business for your customer's needs by utilizing a "pull system."
- Increase your organization's efficiency while continuously implementing best practices.

1
Day

PRICE & DETAILS

PKR 4000/person

Dates:
12th January & 26th January 2015

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PERSONAL MANAGEMENT

EFFECTIVE PRESENTATION SKILL

LEARNING OUTCOMES:

- Speak and present with greater clarity and purpose, stressing key ideas
- Face an audience or camera with confidence and control, and make the most of your own natural speaking style
- Shape and organize your public speaking and presentations to persuade listeners and get the response and results you want
- Conquer fear of public speaking and negative stress

THE COURSE:

- Fundamentals of Effective Presentation Skills
- Identify the elements of a good presentation
- Create an individualized speaking skills profile
- Set personal goals for the development of public presentation skills
- The importance of research and organization in preparing an effective presentation
- Illustrate how to plan and prepare strong beginnings and endings in your presentations and public speaking

1
Day

PRICE & DETAILS

PKR 3500/person

Dates:
14TH January & 27th January 2015

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DEVELOPING PERSONAL INFLUENCE AND IMPACT

LEARNING OUTCOMES:

- As a result of participating in this workshop, you will be better able to:
- Influence the people whose help you need to implement the strategy and achieve your objectives
- Manage politics and difficult people more effectively
- Project a stronger, more confident and professional image
- Build, manage and leverage a personal network of allies

THE COURSE:

- To implement your strategy and meet your objectives, you need to influence a lot of people – peers, senior managers, perhaps customers or suppliers – not to mention your own direct reports. Being able to influence others to achieve outcomes is a core management skill you need for your career. This workshop helps you navigate politics and the “informal” organization so you can secure resources, collaboration, and get things done.

1
Day

PRICE & DETAILS

PKR 4000/person

Dates:
15th January & 29th January 2015

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SAFETY MANAGEMENT

ELECTRICAL SAFETY COURSE

LEARNING OUTCOMES:

- Given basic electrical terms, you will be able to identify the correct definition of those words.
- Provided a list of personal hazards, you will be able to identify whether the hazard is physical, emotional or skill related.
- potential electrical safety rules, you will be able to identify regulations that should be followed on the job.

THE COURSE:

- Given basic electrical terms, you will be able to identify the correct definition of those words.
- Provided a list of personal hazards, you will be able to identify whether the hazard is physical, emotional or skill related.
- potential electrical safety rules, you will be able to identify regulations that should be followed on the job.
- How electricity works
- Resistance, insulators and conductors
- Burns and injuries
- Explosions and fires
- Insulation and guarding
- Electrical safety devices
- Safe work practices
- Thermo-graphic surveys
- Electrical safety standards

1
Day

PRICE & DETAILS

PKR 4000/person

Dates:
5th Jan & 30th January 2015

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SAFETY MANAGEMENT

ADVANCE FIRE SAFETY

LEARNING OUTCOMES:

- A demonstrated knowledge of contemporary issues relevant to the fire engineering profession
- Broad understanding of the relevant societal issues
- Loss risk Management
- Emergency and disaster planning, crisis management, business continuity management and communications
- Understanding the Evacuation Plan

THE COURSE:

- What is fire
- Essentials of fire
- How fire start
- Fire triangle
- Features of fire
- Speed of fire (video)
- Types of fire (US, EU)
- Fire in football stadium (video)
- Emergency preparedness.
- Firefighting equipment
- Emergency response
- Activation of EMS
- Help prevent yourself and/or others
- Emergency evacuation procedures
- Emergency evacuation (video)
- Emergency evacuation plan
- Dos and Don'ts
- Why we should be careful whilst gassing up (video)

1
Day

PRICE & DETAILS

PKR 4000/person

Dates:
10th Jan & 31st January 2015

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