

## On Boarding New Managers

### Key Outcomes:

1. Acquire the Good-to-Go Plan for execution in the field.
2. Awareness on the key critical success factors of the managerial role.
3. Deliberate knowledge on how to set direction, build network and exercise authority.

### Workshop Outline:

- 1. Four Key Cornerstones of the Managerial Role (Method: Discussions, Questions and Answers)**
  - a. Scope of Being a Manager
  - b. Understanding Leadership and Management
  - c. Behavioural Skills
  - d. Managing Change
- 2. Doing the Top Three Things Well (Method: Case Study)**
  - a. Setting Direction
  - b. Building Network
  - c. Exercising Authority
- 3. Planning Your Managerial Role (Method: Coach, Good-to-Go Plan)**
  - a. imManager Framework
  - b. imManager Guide
  - c. Good-to-Go Plan

For any enquiries, please contact Salwana Ali directly at either the following:

Email: [salwanaa@salwanaali.com](mailto:salwanaa@salwanaali.com) OR

Phone: +6 012 238 1428

### Workshop Schedules

Time: 10.00am – 1.00pm

Dates: Feb 26<sup>th</sup>, 2014;  
March 26<sup>th</sup>, 2014; April 23<sup>rd</sup>,  
2014; August 20<sup>th</sup>, 2014; Oct  
1<sup>st</sup>, 2014; Oct 29<sup>th</sup>, 2014 and  
Dec 3<sup>rd</sup>, 2014.

### Venue:

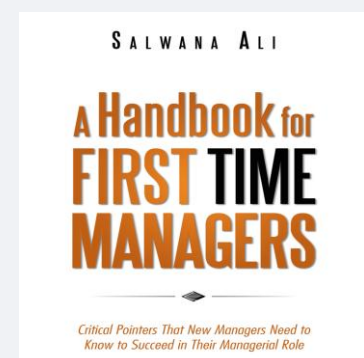
@Thinking Loft | Salwana  
and Rahim Associates Sdn  
Bhd | B -3A-18, Capital 2  
(Block B) | Oasis Ara  
Damansara | Jalan PJU  
1A/7A Ara Damansara |  
Petaling Jaya | Selangor.

### Workshop Fee:

RM190 per person

### Number of Participants:

Maximum 15 persons only.



## Learning Methods:

Utilizes blended of multiple practical approaches as listed:

1. Interactive Discussions, Questions and Answers.
2. Case Studies.
3. Coaching.
4. Scenario Role Play
5. Good-to-Go Action Plans.

## Workshop Audiences:

1. First Time Managers
2. New Managers (first 24 months in the managerial role)
3. Individual Contributors (ICs) planning to be managers in the near future ( 6 – 12 months timeframe)

## Workshop Facilitator:

### Salwana Ali

Salwana Ali, the author of “A Handbook for First Time Managers” and a Managerial Performance Consultant is currently the Managing Director of Salwana and Rahim Associates Sdn Bhd.

She spends her time helping organizations improve performance and effectiveness. She helps managers who are keen on developing their skills to become effective. In addition to working with individuals, she consults organizations on improvement of their business processes, development of performance measures, and implementation of tools and guidelines to monitor performance. She facilitates learning workshops on management development and performance management. Her list of growing clients spans across key industries like regulatory bodies, energy, construction, insurance and small medium enterprises.

Prior to founding Salwana and Rahim Associates Sdn Bhd, she has had nineteen years of corporate experience, a major of which involved being in senior sales management teams and leadership positions in multinational organizations such as Microsoft.

She is an Accredited Training Professional and a member of the Malaysian Institute of Management.

## Workshop Registration

Please register your participation by doing the following:

Mark the date that you want to attend

Fill in the required details

Scan this portion and email it to [salwanaa@salwanaali.com](mailto:salwanaa@salwanaali.com) or fax this portion to 03 – 78310146

The date that I choose to attend is:

- Feb 26<sup>th</sup>, 2014
- March 26<sup>th</sup>, 2014
- April 23<sup>rd</sup>, 2014
- Aug 20<sup>th</sup>, 2014
- Oct 1<sup>st</sup>, 2014
- Oct 29<sup>th</sup>, 2014
- Dec 3<sup>rd</sup>, 2014

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization: \_\_\_\_\_

## Mode of payment:

Cheque payable to Salwana and Rahim Associates Sdn Bhd OR direct transfer to Maybank Account No: 514721109256