

180 Minutes | Practical Workshop Program | New Managers Series

Here are the highlights of the 180 Minutes Practical Workshop Program for New Managers.

What is the 180 Minute Practical Workshop Program for New Managers?

We appreciate that you are busy; your resources are expensive to get away for training for a couple of days and human beings have only short attention span to focus on specific subjects at any one time. Hence, we developed the 180 minutes Practical Workshop Program for New Managers with the following main objectives:

- Focuses on 180 minutes learning time
- Provides series of skill sets for new managers
- Utilizes practical approach rather than theoretical approach
- Involves fully in the learning process
- Emphasizes on executions

What are the current series of skill sets for managers that are available?

The current series of skill sets for managers that are available are:

- On Boarding New Managers
- Giving and Receiving Feedback
- Performance Goal Setting

Why should you consider the 180 minute Practical Workshop Program?

In the current period of rapid velocity of organizational changes, more are expected from your employees. They are expected to achieve more with less. We developed the 180 minute Practical Workshop Program with that in mind. The learning process focuses on the critical components that your employees need to master, all done utilizing very practical approaches such as working on case studies, being involved in interactive discussions, questions and answers and developing their own 'Good-to-Go' plan for executions, to be performed when they are back in the field.

How is the 180 minute Practical Workshop Program conducted?

We utilize practical approaches to conduct the Practical Workshop Program as listed below:

- Interactive discussions, questions and answers
- Case studies
- Scenario Role Play
- ‘Good-to-Go’ Action Plans

When are the programs scheduled?

Below are the program schedules for 2014:

Items	180 Minute Practical Workshop Programs	Schedules
1.	On Boarding New Managers	Feb 26 th , 2014; March 26 th , 2014; April 23 rd , 2014; August 20 th , 2014; Oct 1 st , 2014; Oct 29 th , 2014; Dec 3 rd , 2014.
2.	Giving and Receiving Feedback	Feb 19 th , 2014; March 19 th , 2014; April 9 th , 2014; August 6 th , 2014; September 10 th , 2014; October 21 st , 2014; November 26 th , 2014.
3.	Performance Goal Setting	March 5 th , 2014; April 2 nd , 2014; May 7 th , 2014; August 27 th , 2014; October 8 th , 2014; November 12 th , 2014; December 10 th , 2014.

Who is the facilitator of the 180 minute Practical Workshop Program?

Salwana Ali is the facilitator of the 180 minute Practical Workshop Program. A short bio of Salwana Ali is presented below:

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.

Where will the 180 minute Practical Workshop Program be conducted?

The workshops will be conducted at:

The Thinking Loft Learning Facility

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