

# *New Managers Workshop*

**The readiness platform for new managers that will save twelve months of learning what it means to be a manager**

**Venue:** @Thinking Loft, Salwana and Rahim Associates Sdn Bhd, B-3A-18, Capital 2 (Block B), Oasis Ara Damansara, No. 2, Jalan PJU 1A/7A Ara Damansara, Petaling Jaya Selangor

**Dates:** February 12<sup>th</sup>, 2014; March 12<sup>th</sup>, 2014; April 16<sup>th</sup>, 2014; May 21<sup>st</sup>, 2014; August 13<sup>th</sup>, 2014; September 24<sup>th</sup>, 2014; November 5<sup>th</sup>, 2014

## **Your workshop facilitator:**

“You don’t know what you don’t know. New managers will only appreciate and understand what it means to be a manager when they go through the real life experience of managing in the first year and stumble upon new situations and circumstances that they need to deal with. In the current time of rapid velocity of organizational challenges, it is high time that new managers step up their readiness to manage from Day 1” –

**Salwana Ali**



On Amazon: <http://tinyurl.com/bzwvog7>

On Barnes and Noble: <http://tinyurl.com/a2zpx2z>



On Facebook:

<http://www.facebook.com/SalwanaAli001>

## **Upon successful completion of this workshop, participants will acquire the:**

- Understanding, knowledge and appreciation of what it means to be a manager.
- Clarity on the differences between leadership and management and how they complement each other.
- Approaches to effectively balance the functions of leadership and management.
- In depth knowledge of the critical success factors of managers.
- Effective approaches to help employees succeed.
- Ability to proactively create their managerial road map using the First Time Managers Toolkit and the interactive discussions of case studies.
- Comprehensive First Time Managers toolkits consisting of the imManager Framework and the imManager Guide.
- Book entitled “A Handbook for First Time Managers”, authored by Salwana Ali.

## **Workshop participants:**

Maximum number of participants is fifteen (15) only.

## **Testimonial:**

“Good resources for new managers and knowledgeable speaker” – Insurance company executive

# New Managers Workshop

## Workshop Overview

The workshop will bring together new and aspiring first time managers to understand and gain knowledge on how to effectively embrace the psychological transformation of being managers. The role of managers are totally different from the individual contributors and oftentimes, accomplished individual contributors face daunting tasks to achieve the same level of achievement they were accustomed to prior to their promotions.

The focus of the workshop is to prepare new managers to be ready for their role. They will participate in compelling activities and discussions on the four key cornerstones of the managerial role: the scope of being a manager, understanding leadership and management, behavioural skills and managing change.

By the end of the workshop, they will walk out with their personal managerial roadmaps and action plans resulting from their interactive work group activities using The Manager's Toolkits.

## Workshop Outline

**DAY 1 | 09:00am – 05:00pm**

### The Cornerstones of the Managerial Role

- What it means to be a manager.
- The four key cornerstones of the managerial role
- Workshop: Group discussion on key cornerstones

## Understanding leadership and management

- Key functions of leadership and management
- Three big ideas on leadership
- Three big ideas on management
- Workshop: Group work on leadership and management case studies

## The Manager's Toolkits

- What are The Manager's Toolkits?
- The purpose of The Manager's Toolkits
- The design principle of imManager Framework
- The accompanying imManager Guide

## Develop Personal Managerial Plan Using the Manager's Toolkits

- Workshop: Development of Personal Managerial Plan
- Present Personal Managerial Plan

## Who should attend?

- First time managers
- Individual contributors due to be promoted to become managers for the first time
- New managers (first year)

## Why should you attend?

- Get to speed with the managerial role quickly
- Be aware of the psychological transformation and the associated tasks
- Develop readiness to adapt

# New Managers Workshop

## Program Schedule

### Day 1

|       |                        |
|-------|------------------------|
| 08:30 | Registration           |
| 09:00 | Workshop begins        |
| 10:30 | Morning refreshments   |
| 10:45 | Workshop continues     |
| 12:45 | Lunch                  |
| 14:00 | Workshop resumes       |
| 15:45 | Afternoon refreshments |
| 17:00 | Workshop ends          |

## Program Fees

### Standard Offer

- RM800 per person
- For group registration of four persons or more, RM760 per person

### **Special Offer – Register 45 days before the event**

- RM750 per person
- For group registration of four persons or more, RM715 per person

## The 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.

For management tips and resources, visit the following:

<http://www.salwanaali.com>

<http://www.facebook.com/SalwanaAli001>

<http://twitter.com/salwanaali>

## ***New Managers Workshop***

**Please register your participation by doing the following:**

1. Mark the date that you want to attend
  2. Fill in the required details
  3. Scan this page and email it to [salwanaa@salwanaali.com](mailto:salwanaa@salwanaali.com) or fax this page to 03-78310146
- 

**1. The date that I choose to attend is:**

- February 12<sup>th</sup>, 2014**
- March 12<sup>th</sup>, 2014**
- April 16<sup>th</sup>, 2014**
- May 21<sup>st</sup>, 2014**
- August 13<sup>th</sup>, 2014**
- September 24<sup>th</sup>, 2014**
- November 5<sup>th</sup>, 2014**

**Registration Form - please fax to 03-78310146**

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

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

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

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

**Mode of payment:**

- Make cheque payable to Salwana and Rahim Associates Sdn Bhd **OR**
- Direct transfer payment to Maybank Account No: 514721109256

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

- Email: [salwanaa@salwanaali.com](mailto:salwanaa@salwanaali.com) OR
- Phone: +6012 238 1428