Masood Textile Mills

2021
IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE



A Corporate HR & Communications Initiative

PREAMBLE

Our learning and development portfolio has seen exponential growth in spite of the world being affected by recent global pandemic. Our journey towards a learning organization continues to get our human capital ready for new normal and the challenges associated with it. In this regard, in-house talent hunt drive led by OD team has further enabled us to strengthen our efforts to keep offering exciting developmental opportunities to our teams. Therefore, in addition to our regular in-house facilitators, our 2021's learning catalogue is privileged to have MTM's talent identified as in-house facilitators. Post selection of all in-house facilitators, they were all made to undergo an extensive learning process and to be able to do so Corporate HR & Communications division collaborated with an international training provider company to build capability of all in-house facilitators to ensure their readiness to be able to facilitate learning sessions for our teams in the most effective ways complementing our learning philosophy i.e. Learn, Enable & Excel hence development of twenty (20) internal resources as Master Trainer & Facilitator.

Our in-house faculty has got very experienced professionals too, who will draw from their life experiences and share practical stories and lessons with MTM teams.

The learning catalogue aims at connecting human capital of MTM in such a way that together we create the future of the business.

OUR LEARNING & DEVELOPMENT PHILOSPHY



LEARN

We encourage our people to learn in personal as well as professional capacities keeping their present and future roles' requirements in view.



ENABLE

Our learning & development portfolio of initiatives aims at enablement of our team members in their respective roles for a superlative performance.



EXCEL

Excellence in the careers of our team members as well as a the business level, through continuously improved performance, is what we strive for.

LEARNING & DEVELOPMENT COURSES

MARCH
- Leadership with Impact
- Key to Success

APRIL
- Professional Ethics
- Change Management- Story Telling

MAY
- Performance Management System
- Teamwork
- MS Office for MTOs

JUNE
- Performance Management System
- Positive Thinking
- HR for Non-HR Manager

JULY
- Product and Process Sustainability
- Problem Solving
- Effective Communication

AUGUST
- Presentation Skills
- Effective Communication
- Lean Professional Training Program

SEPTEMBER
- Critical Thinking
- Negotiation Skills
- Business Planning

OCTOBER
- Delegation
- Time & Stress Management
- Effective Manager

NOVEMBER
- Conflict Management
- Motivation and Engagement

DECEMBER
- Employee Engagement
- Productivity at Workplace

* Above list of learning sessions is inclusive and not exhaustive therefore may be amended as and when required

IN-HOUSE TALENT POOL OF FACLITATORS



SHAHZAD NADEEM



KH. MEHMOOD ELAHI



RAJA AMJAD ALI



KAMRAN BASHARAT



IQBAL NADEEM



AHSAN SAEED



ARFAN AKRAM



ABDUL WASEEM



NAJEEB ULLAH



AMIR IQBAL



M. ISHFAQ HUSSAIN



TAHIR MIRZA



IFTIKHAR UL HASSAN

IN-HOUSE TALENT POOL OF FACLITATORS



ABDUL AZIZ



KASHIF NAEEM



MUHAMMAD ALI



SHOAIB HAMEED



M. HANIF SHAHBAZ



SHAHZIR SHAFIQUE



M. ALI YAQOOB



TANVEER GORAYA



TALHA JAVED



SYED TAHIR RAZA



ZARYAB JOSEPH



WAJEEHA HABIBULLAH

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Leadership with Impact**
  Shahzad Nadeem
- **Key To Success**
  Khawaja Mehmood Elahi

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LEADERSHIP WITH IMPACT

OVERVIEW

The training aims at developing an understanding among targeted participants that irrespective of their given roles, they are required to demonstrate leadership at all level in relation to their roles' requirements hence training content has been developed in such a manner which should ensure certain level of enablement in participants to let them display and demonstrate leadership to complement MTM's vision as well as allow them to advocate a positive "People Culture" at MTM.

LEARNING OBJECTIVES

- Able to look into the ways to enhance their strengths, tap potential and unused reserves for even better performance in a targeted way
- Improve their self-management skills and gain in confidence to develop themselves as leaders
- Clarify and better understand the value which their roles can create at their respective work places
- Introduced with a host of important leadership styles and skills that will enhance their leadership tool-box even further
- Introduced with how to practice their leadership conduct and get constructive fee back about it
- Examine the effect, positive and negative, participants may have on others
- Will be able to sharpen their personal awareness of group dynamics, social processes and conflicts

SHAHZAD NADEEM
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

MARCH 10th ,2021 | WEDNESDAY

AUDIENCE

DEPUTY MANAGER TO GENERAL MANAGER

KEY TO SUCCESS

OVERVIEW

This learning session aims at helping you look at how your imagination works and how your thoughts and emotions are all tied together to ensure your total success! How to use your imagination, creativity and innovation to get you where you want to be. The session will also help you in looking at the relationship between your thoughts – feelings – actions and results.

Do you know when you are at your peak? It's when you are learning to become really good at something! We believe that everyone has greatness within them along with some impressive ability they usually don't know even exists. Your mind can't tell fact from fiction this is why so many people self-talk themselves out of success. This learning session will enable you to realize that how your mind can either work for you or against you and what to do about it.

KHAWAJA MEHMOOD ELAHI
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

MARCH 31st ,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER AND ABOVE

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Professional Ethics**
  Muhammad Ali
  Kashif Naeem
- **Personal Change Management - Story Telling**
  M. Ali Yaqoob

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PERSONAL CHANGE MANAGEMENT STORY TELLING

OVERVIEW

Something profound happens when we hear a story. It activates parts of our brain that sometimes do not activate when just listening to a straightforward presentation. In fact, recent research suggests that stories change our brain chemistry — which in turn can change our behaviors.

Personal Change management can be difficult to implement. Expected changes in personality or in work styles may tend to alienate employees and build resistance. Under such scenarios communication can play an immensely important part of changing oneself. With their proven potency, stories might just be the best way of communicating key information related to personal change management.

Our Personal Change Management story telling session intends to tell such an inspirational story related to change management which has inspired individuals worldwide to take concrete actions in this regard.

M. ALI YAQOOB
FACILITATOR



DATE & VENUE

CONFERENCE ROOM,
GARMENTS CITY UNIT MTM

8th APRIL,2021 | THURSDAY

AUDIENCE

GARMENTS CITY, QC TEAM

PROFESSIONAL ETHICS

The purpose of this module is to develop critical thinking skills that help employees recognize and address potential ethical dilemmas

MUHAMMAD ALI
FACILITATOR



KASHIF NAEEM
FACILITATOR



LEARNING OBJECTIVES

- Ability to engage in informed critical reflection on the nature of professionalism and ethical challenges inherent in professionalism
- Knowledge of prominent normative ethics frameworks - consequentialist, deontological, virtue, and contractualism
- Awareness of types of ethical challenges and dilemmas confronting members of a range of professions (business, media, police, law, medicine, research)
- Ability to relate ethical concepts and materials to ethical problems in specific professions and professionalism
- To learn about ethical normal issue related to professional and known contemporary apical issue

MODULES

Ethics and Standards in Business
Managing the Instructional Environment
Importance of Professional Ethics
Conflicts of Interest

DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

APRIL 10th ,2021 | **SATURDAY**

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Performance Management System**
  Ali Yaqoob
  Talha Javed
- **Teamwork**
  M. Hanif Shahbaz
  Abdul Aziz
- **MS Office for MTOs**
  Muhammad Ali
  Kashif Naeem

PERFORMACE MANAGEMENT SYSTEM

Performance management training can mean different things for different roles, but always focuses on teaching managers how' to accomplish or facilitate work through others, and how' to direct and develop their employees. It aims to develop your employees, ensure their success and maximize their contributions to the organization.

LEARNING OBJECTIVES

- Improve the effectiveness of MTM's business through PEOPLE by implementing the policy and tools of performance management.
- Have an understanding developed with regard to need and importance of perfomance management system at MTM
- Develop a sense of urgency to support performance management at MTM for improved employee performance
- Gain understanding with regard to behavioral competencies needed at MTM for performance challenges at present and in future as well as for development of performance-oriented culture at MTM.
- Take part in exercises to have hands on experience in relation to MTM Performance Management Processes and be able to cascade it down to junior layers effectively.
- Advocate MTM Performance Management System to their respective teams.
- Become process owners of MTM Performance Management Systems for their respective departments

MODULES

Module I	Challenges in Performance Management
Module II	Performance Management & Culture
Module III	Objective Setting -The MTM Way
Module IV	Behavioural Competencies -The MTM Way
Module V	Training Need Assesment

M. ALI YAQOOB
LEAD-FACILITATOR



TALHA JAVED
CO-FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

MAY 19th ,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

TEAMWORK

Teamwork Training offers a high-impact learning experience that helps participants understand how effective teams operate and how individual team members contribute to the development of a high-performance team

LEARNING OBJECTIVES

- Help the team evolve through the stages of team development.
- Enhance collaboration and cooperation.
- Make teams more cohesive and unified.
- Build trust and teamwork in the workplace.
- Make effective team decisions and plans.
- Learn how to utilize teamwork training activities.
- Deliver on team and stakeholder expectations

MODULES

Module I	Stages of team development
Module II	Creating effective teams
Module III	Group decision making
Module IV	Team work story
Module V	Shared leadership - team work

ABDUL AZIZ
FACILITATOR



M. HANIF SHAHBAZ
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

MAY 26th ,2021 | **WEDNESDAY**

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

MS OFFICE FOR MTOs

LEARNING OBJECTIVES

Microsoft Office Training courses offer confidence to employers that you have invested in updating your skills to make you an efficient valuable member of their team. Covering a wide range of skills in the Microsoft Office range is key – from updating presentation skills in Microsoft PowerPoint, to creating formulas in Excel, and Reports in Word, the skills gained across the range will truly help participants through your daily work in the office. With all of the latest tips and tricks, an individual will be able to save time across your day, and produce high quality documents every time.

MODULES

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

MUHAMMAD ALI
FACILITATOR



KASHIF NAEEM
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

MAY 31st ,2021 | MONDAY

AUDIENCE

MANAGEMENT TRAINEE OFFICERS

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Performance Management System**
  Ali Yaqoob
  Talha Javed
- **Positive Thinking**
  Muhammad Ishfaq
  Shoaib Hameed
- **HR for Non-HR Managers**
  Ali Yaqoob
  Talha Javed
  Tanveer Goraya

PERFORMACE MANAGEMENT SYSTEM

Performance management training can mean different things for different roles, but always focuses on teaching managers how' to accomplish or facilitate work through others, and how' to direct and develop their employees. It aims to develop your employees, ensure their success and maximize their contributions to the organization.

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MODULES

Module I	Challenges in Performance Management
Module II	Performance Management & Culture
Module III	Objective Setting -The MTM Way
Module IV	Behavioural Competencies -The MTM Way
Module V	Training Need Assesment

M. ALI YAQOOB
LEAD-FACILITATOR



TALHA JAVED
CO-FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

JUNE 9th ,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

POSITIVE THINKING

OVERVIEW

Positive thinking is a mental attitude in which you expect good and favorable results. In other words, positive thinking is the process of creating thoughts that create and transform energy into reality. A positive mind waits for happiness, health, and a happy ending in any situation. More people become attracted to this notion, good evidence is the increasing courses and books about it. Positive thinking is gaining popularity among us. More and more successful people will tell you that they got where they are now because they made a lifestyle around positive thinking. A person that faces life with a positive attitude will always be more successful in life both professionally and personally, than a person that can not take control of his thoughts.

MUHAMMAD ISHFAQ
FACILITATOR



SHOAIB HAMEED
FACILITATOR



LEARNING OBJECTIVES

- Use positive words when talking.
- Remove all the feelings that are not positive!
- Use words that evoke strength and success.
- Practice positive affirmations.
- Redirect your thoughts!
- Start thinking you will succeed!
- Analyze what went wrong.
- Think of failure as an opportunity.
- Working at your imagination/visualization.

DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

JUNE 19th ,2021 | THURSDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

HR FOR NON–HR MANAGERS

OVERVIEW

In today's fast-moving world, many managers and supervisors are expected to deal with some human resource issues. They may be asked to take part in developing job descriptions, take part in interviews, or take responsibility for discipline. This three-day workshop will introduce those managers to human resource concepts. We will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring (such as diversity issues, compensation, and discipline).

LEARNING OBJECTIVES

- Identify current issues in the human resource field and the changing role of supervisors and managers in terms of HR functions.
- Write job specifications and identify core competencies.
- Apply methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques.
- Get new employees off to a good start.
- Understand compensation and benefits.
- Maintain healthy employee relations.
- Make performance appraisals a cooperative process.

M. ALI YAQOOB
LEAD-FACILITATOR



TALHA JAVED
CO-FACILITATOR



TANVEER GORAYA
CO-FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

JUNE 25th ,2021 | FRIDAY

AUDIENCE

DEPUTY MANAGER TO SENIOR MANAGER

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Product and Process Sustainability**
  Ahsan Saeed
- **Effective Communication**
  Iftikhar ul Hassan
- **Problem Solving**
  Shahzir Shafique
  Tahir Mirza

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PRODUCT & PROCESS SUSTAINABILITY

The objective of training is to create awareness regarding implementation of sustainable systems winch is an essential requirement in modern manufacturing and how can we minimize the environmental and health concerns, and conserves energy and natural resources.

LEARNING OBJECTIVES

- What is sustainability Definition, history, current phase, life cycle and futuristic requirements.
- Sustainability and Human health, energy, life cycle, environment needs based customer requirements
- Where does MTM stand today and plan in forthcoming business for sustainable process an products
- Technical information of equipment and their features WRT sustainability

MODULES

Module I	Sustainability Overview
Module II	Evaluation of sustainability in textile industry
Module III	Garment Processing role in sustainability
Module IV	Safety Health Environment
Module V	Customer code of conduct

AHSAN SAEED
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

JULY 7th ,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

EFFECTIVE COMMUNICATION

OVERVIEW

Effective communication is vital part of life — in and out of the office. Achieving communication effectiveness helps individuals examining their personal communication patterns and construct more effective messages. Using tools and techniques to enhance listening skills and improve messages, individuals can develop stronger interpersonal relationships. After building a shared awareness of the value of effective communication, participants will learn how to develop clear concise messages that give them credibility, persuade and influence others and increase efficiency.

LEARNING OBJECTIVES

- Clear and assertive communication skills
- Making and impact — how to have power and influence with people
- How to make unforgettable positive impression
- Business Etiquette — Professional polish
- Seven Cs of communication

IFTIKHAR UL HASSAN
FACILITATOR



DATE & VENUE

ZOOM VIRTUAL MEETING

JULY 15th ,2021 | THURSDAY

AUDIENCE

MTO BATCH 1,2 & 3

PROBLEM SOLVING

OVERVIEW

Problem solving and decision making are critical skills to working professionals, yet most people learn these skills through trial and error and receive minimal formal training in these disciplines. Cognitive science has made great strides during the past two decades toward better understanding of how humans solve problems and make decisions. Modern tactics and skills can build upon prior experience and improve both individual and team performance.

LEARNING OBJECTIVES

- Understand how to apply appropriate problem solving and decision making processes and methods
- Identify common obstacles to effective problem solving and decision making
- Recognize the human variable in problem solving and decision making
- Assess major conceptual blocks and significant situational challenges
- Explain the key elements of problem solving and decision making and the barriers associated with them

SHAHZIR SHAFIQUE
FACILITATOR



M. TAHIR MIRZA
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

JULY 28th,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Presentation Skills**
  Tanveer Goraya
- **Effective Communication**
  Iftikhar ul Hassan
- **Lean Professional Training**
  Abdul Waseem
  Tahir Shah

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PRESENTATION SKILLS

OVERVIEW

Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey

TRAINING OBJECTIVES

- Build presentations that create maximum impact
- Use your nerves to enhance your presentation
- Choose the right visual aids.
- Use your voice to greater effect
- Recognize and transform problem areas
- Handle your audience with confidence

TANVEER GORAYA
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

AUGUST 5th,2021 | THURSDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

EFFECTIVE COMMUNICATION

OVERVIEW

Effective communication is vital part of life — in and out of the office. Achieving communication effectiveness helps individuals examining their personal communication patterns and construct more effective messages. Using tools and techniques to enhance listening skills and improve messages, individuals can develop stronger interpersonal relationships. After building a shared awareness of the value of effective communication, participants will learn how to develop clear concise messages that give them credibility, persuade and influence others and increase efficiency.

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- Making and impact — how to have power and influence with people
- How to make unforgettable positive impression
- Business Etiquette — Professional polish
- Seven Cs of communication

IFTIKHAR UL HASSAN
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

AUGUST 13th ,2021 | FRIDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

LEAN PROFESSIONAL TRAINING PROGRAM

Lean is a customer centric philosophy and apart from the improved quality of the end product, the customer also benefits from improved customer service and support processes and from the optimized supply of goods clue to Lean's focus on maintaining the balance between supply and demand.

LEARNING OBJECTIVES

- Difference between Lean Production System (Toyota Production System) and Conventional Production System.
- Workplace organization techniques through 5S.
- Benefits of visual control in the workplace to show abnormalities, wastages, problems & unsafe conditions.
- How to perform kaizen to improve safety, Quality, Productivity, Delivery Cost and Morale. How to Identify and Eliminate 3M's (Muda, Mura & Muri).
- How to solve a problem through A3 Problem solving techniques.
- How to reduce lead time, inventory, cycle time and non-value added activities through JIT (Just in Time) Concept.

MODULES

- 5S Training
- 8 Steps Problem Solving
- Visual Management & Control
- KAIZEN
- OHNO Circle
- Just In Time
- Standardize Work
- Lean Wastage

ABDUL WASEEM
FACILITATOR



SYED TAHIR RAZA
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

AUGUST 26th ,2021 | THURSDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Critical Thinking**
  Talha Javed
  Muhammad Ali
- **Negotiation Skills**
  Amir Iqbal
- **Business Planning**
  Raja Amjad Ali

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CRITICAL THINKING

OVERVIEW

we are surrounded by numerous messages and people trying to get our attention and convince us to do something and we try to make sense of things that what is right and what is wrong, which are probably and which are improbable, which are intended and which are unintended. When we do this we practice critical thinking. We evaluate the arguments presented and determine if their logic is sound or if they rely on fallacies to build their case. In this learning session we will understand how to use critical thinking in all areas of your life, including preparing and presenting speeches. You will also learn how to construct a logical argument that avoids the pitfalls of fallacious thinking.

TALHA JAVED
FACILITATOR



MUHAMMAD ALI
FACILITATOR



LEARNING OBJECTIVES

- Understanding Logic and the Role of Arguments
- Identify the core skills associated with critical thinking
- Demonstrate the difference between deductive and inductive reasoning
- Construct a logically sound and well-reasoned argument
- Avoid the various fallacies that can arise through the misuse of logic

DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

SEPTEMBER 15th,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

BUSINESS PLANNING

OVERVIEW

This course will assist students in learning the fundamentals of effective business planning. It teaches students the concepts they need to understand in order to properly assess a new business idea and make it yield results. Several skill-building exercises help to put the theory into practice. Topics covered include organizing a business plan, choosing a business name, developing a mission statement and executive summary, analyzing the environmental factors that can affect a business, marketing the business, and managing people and the competition. Students are provided the opportunity to apply and develop their business planning knowledge through the completion of tasks and review questions.

RAJA AMJAD ALI
FACILITATOR



LEARNING OBJECTIVES

- You will return back to work with more confidence to identify the best planning process for your organization,
- Make more intelligent and rational decisions, and
- Ensure your initiatives and goals are aligned.

DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

SEPTEMBER 22nd,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

NEGOTIATION SKILLS

OVERVIEW

Turn disputes into deals. Transform deals into better deals. Resolve intractable problems. Negotiating effectively requires the ability to change the game – moving away from conflict and toward collaboration. In this intensive, interactive program, you acquire a proven framework for maximizing the value of your negotiation, whether you are behind the bargaining table with a client or across the table with an opposing party.

AMIR IQBAL
FACILITATOR



LEARNING OBJECTIVES

- Acquire a systematic framework for understanding negotiation
- Heighten your awareness of your strengths and weaknesses as a negotiator
- Learn how to expand the size of the pie by creating value in negotiations
- Gain problem-solving techniques for distributing value and strengthening relationships
- Ascertain how to choose the right process to craft deals that last
- Learn how to manage across the table and behind the table negotiations

DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

SEPTEMBER 30th,2021 | THURSDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Delegation**
  Tahir Mirza
  Kashif Naeem
- **Time & Stress Management**
  Najeeb Ullah
  Wajeeha Habibullah
- **Effective Manager**
  Kamran Basharat

DELEGATION

OVERVIEW

Delegating empowers your team, builds trust, and assists with professional development. And for leaders, it helps you learn how to identify who is best suited to tackle tasks or projects.

LEARNING OBJECTIVES

- When the delegation is helpful and how?
- Deciding when delegation is important?
- Prerequisites of delegating effectively
- Managing the delegation process
- Self-assessment – am I a good delegator?
- Effective delegation as a way of uplifting people and improving the organization

M. TAHIR MIRZA
FACILITATOR



KASHIF NAEEM
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

OCTOBER 13th ,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

EFFECTIVE MANAGER

OVERVIEW

Residing between effective leadership and efficient employees, effective managers are critical to organizational success. Different paths to becoming a manager exist—either through the ranks or through outside accomplishments. Managers must have certain knowledge, skills and abilities (KSAs) to be able to achieve organizational goals and engage employees. Lacking these KSAs, managers will need basic or advanced training, depending on their place within an organization.

LEARNING OBJECTIVES

- Have identified the core skills, behaviors and mindset of a highly effective manager.
- Know how to manage your time effectively in terms of how you plan, prioritise and delegate.
- Be able to manage performance effectively through the writing of SMART objectives, asking the "right" questions in informal conversations, and knowing how to hold an effective performance review meeting; understand how to manage under performance.
- Know how to recruit, develop and build a high performing and motivated team.
- Understand the key principle underlying all successful change and be familiar with a simple step-by-step process for managing successful change.

KAMRAN BASHARAT
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

OCTOBER 20th,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

TIME AND STRESS MANAGEMENT

OVERVIEW

This Module aims at addressing a point that how should we respond to issues and situations during down times to ensure self and team engagement

LEARNING OBJECTIVES

- To develop personal resilience
- To manage stress and personal effects of high demand workplace
- To understand characteristics and examples of difficult situations and how to manage them
- To understand circle of influence and positive language

NAJEEB ULLAH
FACILITATOR



WAJEEHA HABIBULLAH
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

OCTOBER 27th,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Conflict Management**
  Talha Javed
  Tanveer Goraya

- **Motivation and Engagement**
  Muhammad Ishfaq Hussain
  Arfan Akram

Masood Textile Mills

CONFLICT MANAGEMENT

OVERVIEW

Conflict is inevitable. It can present an opportunity when handled well, and be a costly disaster when handled poorly. Learn how you can resolve conflict situations early before they escalate into intractable disputes using proven responses and techniques that work. This is a practical hands on training that will provide a road map for conflict resolution in the workplace and beyond.

LEARNING OBJECTIVES

- Identify conflict as an opportunity for clarity and learning
- Minimize the impact of perception on interpretations about motive
- Define conflict to recognize it early
- Recognize criticism, blame, defensiveness, and stonewalling as warning signs
- Respond using an appropriate conflict handling strategy
- Demonstrate an ability to set a positive tone and to listen with the intention to understand
- Focus on underlying needs to generate potential solutions through brainstorming
- Consider both standards and alternatives to motivate the resolution of conflict
- Demonstrate an ability to resolve conflict for lasting resolution by managing a conflict resolution conversation
- Calculate the cost of conflict

TALHA JAVED
FACILITATOR



TANVEER GORAYA
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

NOVEMBER 17th ,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

MOTIVATION & ENGAGEMENT

OVERVIEW

Employee engagement is the act of creating and nurturing a working environment where employees feel best able to perform their jobs to a high standard. With research showing that investing in this type of environment results in a highly engaged workforce, improving business performance and profitability.

LEARNING OBJECTIVES

- Align employees with your company values
- Increase productivity
- Enhance wellbeing
- Improve workplace conditions
- Understand employee attitudes
- Motivate employees

M. ISHFAQ HUSSAIN
FACILITATOR



ARFAN AKRAM
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

NOVEMBER 26th ,2021 | FRIDAY

AUDIENCE

EMPLOYEES FROM GRADE M6 AND ABOVE

IN-HOUSE LEARNING & DEVELOPMENT CATALOGUE 2021



- **Employee Engagement**
  M. Ali Yaqoob
  Tanveer Goraya
  Zaryab Joseph

- **Productivity at Workplace**
  Iqbal Nadeem

mtm
Masood Textile Mills

EMPLOYEE ENGAGEMENT

OVERVIEW

The term employee engagement relates to the level of an employee's commitment and connection to an organization. Employee engagement has emerged as a critical driver of business success in today's competitive marketplace. High levels of engagement promote retention of talent, foster customer loyalty and improve organizational performance and stakeholder value.To achieve this positive working environment, employee engagement objectives must be identified, and infrastructure put in place to create a workforce that feels both physically and mentally supported.

LEARNING OBJECTIVES

- The nature and drivers of employee engagement.
- The roles of HR and management in engaging employees.
- Guidelines for developing effective employee engagement initiatives and engagement surveys.
- HR practices that can increase engagement.
- Communications opportunities and methods for engaging employees.
- Global issues related to employee engagement.

M. ALI YAQOOB
LEAD-FACILITATOR



TANVEER GORAYA
CO-FACILITATOR



ZARYAB JOSEPH
CO-FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

DECEMBER 16th,2021 | THURSDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

PRODUCTIVITY AT WORKPLACE

OVERVIEW

Do you feel that you are busy, working hard, but are not as productive as you think you could be? Productivity training will show you how you could get more done, in less time. This learning session is based upon the application of many related skills. This informative learning course will show you precisely how to correctly manage your time in the real world. You will learn how to improve your productivity, by replacing any bad habits with new, improved skills, and how to handle people and situations that waste your time.

LEARNING OBJECTIVES

- Enhance their productivity and improve your performance
- Make the distinction between being busy and being productive
- Productivity SOS: Self, Others, Systems
- Boost productivity by improving goal focus
- Learn to correctly prioritise their work
- Improve Positive Mental Attitude
- Be able to communicate effectively in terms of body language and the words you use, learn how to give and receive feedback, including a technique to give a difficult message.

IQBAL NADEEM
FACILITATOR



DATE & VENUE

PROCESSING DIV 1 MEETING ROOM

DECEMBER 29th,2021 | WEDNESDAY

AUDIENCE

ASSISTANT MANAGER TO SENIOR MANAGER

FOR
REGISTRATION
&
QUERIES



TANVEER GORAYA
DEPUTY MANAGER OD



EMAIL
m.tanveer@masoodtextile.com



CELL PHONE
+92-3092228976

PICTURE GALLERY OF LEARNING EVENTS



mtm

Masood Textile Mills

THANK YOU