

NPO Online Training Course on "Conflict Management & Negotiation Skills"

COURSE OVERVIEW:

National Productivity Organization (NPO), Ministry of Industries & Production, Government of Pakistan a liaison office of Asian Productivity Organization (APO-Tokyo) Japan is organizing 3-hours online NPO training course on "Conflict Management & Negotiation Skills" through Zoom meeting. In the rapidly changing and global context, conflict is a feature of our current reality. Financial sector organizations, find that they have to be more equipped to deal with different types of conflict. Conflict management and negotiation skills are critical skills for any manager to be effective in the workplace. Conflict situations are common in the work situation. It is thus important for managers to become familiar with the principles, processes, and techniques of conflict management and negotiations.

WHO SHOULD ATTEND THIS COURSE?

This course is designed for everyone doing *Supervision* at all levels, Heads of Departments, Departmental Managers, Shift In charges, HR Managers, Middle Management, Production Engineers, Ware house in charge, Lab Managers, Quality Managers, Managers of all functions, executives of all functions.

LEARNING OBJECTIVES: At the conclusion of this course, participants will be able to:

- Identify appropriate techniques to manage conflict
- understand the appropriate action plan and strategies to manage inter-group conflict
- Handle conflict situations as they arise during negotiation events

0.5 CPD Point For Engineers

COURSE CONTENTS:

- ✓ Importance of Conflict & Negotiation in Organizational behavior
- ✓ Conflict management styles
- ✓ Steps to Conflict resolution
- ✓ Causes & effects of conflict
- ✓ 4 R's in Conflict Resolution Strategy
- ✓ The Purpose of Negotiation
- ✓ Negotiations Process
- ✓ Negotiation Strategies

TRAINER / RESOURCE SPEAKER



Ms.Saman Laiq Abbasi:

CEO Strategic Management Services.
First Pakistani female accredited by IRCA-UK as Lead trainer for ISO 9001:2008, ISO 14001, ISO 45001, EnMs IS 50001, ISMS 27001.
Conducted more than 1000 third party HSE & Social Compliance Audits & numerous training within and outside Pakistan. Approved Trainer from AOTS Tokyo Japan.

ILO ITC Global EOSH Trainer., 6 Sigma (GB)& NEBOSH PSM certified professional certified, ILO FIT Consultant. Advisor Sindh OSH Council.

Public Speaker., Performed as an Independent ESMS Assessor & trainer on IFC (world bank), Asian development Bank & IDB funded Hydropower & other Projects on Environment & social Management system (ESMS)

Training Methodology:

- Presentations and Discussions.

Venue:

- Online Session through Zoom

Training Date:

- 16th November, 2022 (Wednesday)

Time:

- 11:00 am to 2:00 pm

Course Fee

- Rs.1000 /- per participant
(Include Soft copy of course material & award NPO e- certificate)

Mode of Payment:

Cash/ Cheque/easy paisa in the favor of "National Productivity Organization-NPO"
(NPO account no. 01662002981149, Faysal Bank F-7 Branch, Islamabad.

For Registration, Please Contact with:

➤ **Muazam Ali Ghumro**

Head-NPO-Regional Office Karachi,
M/o Industries & Production, Government of Pakistan
Contact: Cell: 0301-5077243, 0315-8267541
Email: muazam.npo@gmail.com,
muazzam@npo.gov.pk, nposindh@gmail.com

Address: NPO Regional Office Karachi,
House No. New A-45, Old A-33, Sachal Village, Dow University & Hospital Road Near PCSIR Laboratory, Gulshan -e-Iqbal Town Karachi.

NPO Online Training Course on "How 1st Line Manager Grow As Effective Leader"

COURSE OVERVIEW:

National Productivity Organization (NPO), Ministry of Industries & Production, Government of Pakistan a liaison office of Asian Productivity Organization (APO-Tokyo) Japan is organizing 3-hours online NPO training course on "How 1st Line Manager Grow As Effective Leader" through Zoom meeting.

The "Line Manager" plays a key role in the success of an organisation by bridging between different levels of the management and the floor level work force. The changing and challenging work environment today demand that the role of line manager be enriched by utilizing them as Leaders. Such Job Enrichment will not just effectively contribute to the success of the organization but also to lead their teams towards efficient and effective achievement of the corporate objectives. Training the line managers on the effective leadership traits and skills not just boosts their morale but also instil a sense of pride in their work.

WHO SHOULD ATTEND THIS COURSE?

This course is designed for everyone doing *Supervision* at all levels, Heads of Departments, Departmental Managers, HR Managers, Middle Management, Production Engineers, Ware house in charge, Lab Managers, Quality Managers, Managers of all functions, executives of all functions.

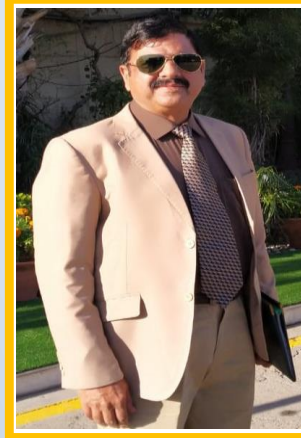
LEARNING OBJECTIVES: Learn the changing role of line manager Cum Leader; understand how a line manager can contribute for improvement as a Leader. Learn about the skills and attributes of a Leader. Learn how to channel your focus, effort and style from a Supervisory role into a Leadership perspective to achieve a *Shared Business Vision*.

COURSE CONTENTS:

- ✓ What is First- Line Manager
- ✓ First Line- Manager Role
- ✓ First Line -Manager Skills
- ✓ How to be a good Manager and good Leader
- ✓ How Line- Manager works effectively
- ✓ Why are First-Line Manager important to organizations and their Management Structure
- ✓ Why Organizations today need to develop their First-Line Managers

**0.5 CPD
Point For
Engineer**

Trainer/ Resource Speaker



Mr Zafar Iqbal Minhas a Certified HR Professional With MA, MPA (HRM), LLB over 25 years Experience as Director HR with Husain Management Advisory and currently Working as CEO Prestige HR group. He had Performed multiple roles In Dawlance, ARY TV, Textile Groups, Pharmaceutical, Chemical & Sugar Industries. Seasoned Training & OD Professional, HR Policies Maker, public relations with government & others

Training Methodology:

- Presentations and Discussions.

Venue:

- Online Session through Zoom

Training Date:

- 23rd November, 2022

Time:

- 11:00 am to 2:00 pm

Course Fee

- Rs.1000 /- per participant
(Include Soft copy of course material & award the e-Certificate)

Mode of Payment:

- Cash/ Cheque/easy paisa in the favor of "National Productivity Organization-NPO"
- (NPO account no:01662002981149
Faysal Bank, F-7 Branch, Islamabad)

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Address: NPO Regional Office Karachi,
House No. New A-45, Old A-33, Sachal Village, Dow
University & Hospital Road Near PCSIR Laboratory,
Gulshan -e-Iqbal Town Karachi.

National Productivity Organization (NPO) Ministry of Industries & Production, Government of Pakistan a liaison office of Asian Productivity Organization (APO-Tokyo, Japan) is organizing 3-hours online NPO training course on “Quality Management System, ISO 9001:2015” through Zoom meeting. This online training course will provide the participants with the knowledge and skills of quality management systems ISO 9001:2015 in designed to introduce the revise version and to demonstrate the compliance with in the organization with view to improve their performance, manage their risks and satisfy their customers.

Quality Management System is used in both public and private sectors to increase the confidence of products and services provided by organizations. It is widely applicable to both Manufacturing and Services Sectors. It has applications in the critical areas of System Documentation, Management Commitment, Infrastructure, Provision of Resources, Purchasing and approval of Suppliers along with their Continuous Improvements.

METHODOLOGY: Presentations & Discussions

DESIGNED FOR: This Course is designed for Industrialists, professionals, Senior Managers, Departmental heads, Production Managers, Executives of all departments and all those who are really interested in increasing their potential.

RESOURCE PERSON:



Trainer is a highly qualified and a seasoned professional with multi-dimensional qualifications. He has done BE, LLB, ME, MBA, (Project Management and doing Ph.D. Environmental Science his distinguished career spans over 35 years of serving in reputed organizations as a corporate trainer consultant and auditor .

0.5 CPD Point For Engineers

TIME

11:00 am – 2:00 pm

DATE

29th November, 2022

DAYS

Tuesday

FEE

Rs. 1000/- per participant which includes Soft copy of training material & e-certificate.

Mode of Payment

Cash/ Cheque/easy paisa in the favor of “National Productivity Organization-NPO”
(NPO account no:
01662002981149
Faysal Bank, F-7 Branch,
Islamabad

Venue: Online session through Zoom.

COURSE CONTENTS:

- ✓ Overview of ISO including the core elements
- ✓ Overview of High Level Structure
- ✓ The structure and content of ISO 9001
- ✓ The relationship between quality management and customer satisfaction
- ✓ Commonly used quality management terms and definitions

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M/o Industries & Production, Government of Pakistan

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Email: muazam.npo@gmail.com, muazzam@npo.gov.pk,
nposindh@gmail.com

Address: NPO Regional Office Karachi, House No. New A-45, Old A33, Sachal Village, Dow University & Hospital Road Near PCSIR Laboratory, Opposite Byco Petrol Pump, Gulshan -e-Iqbal Town Karachi.

COURSE OVERVIEW:

National Productivity Organization (NPO), Ministry of Industries & Production, Government of Pakistan a liaison office of Asian Productivity Organization (APO-Tokyo) Japan is organizing 3-hours Awareness online NPO training course on "Awareness of Six Sigma" through Zoom meeting.

The Six Sigma methodology is a systematic application that is focused on achieving significant financial results and increasing customer satisfaction through data based/quantitative problem-solving tools. When properly deployed on carefully selected business projects, this methodology can lead to significant reduction and elimination of defects in process and out of control processes which translates into dramatic business gains. This Six Sigma training gives a brief overview on how to the principles, practices, and techniques of Six Sigma works.

WHO SHOULD ATTEND THIS COURSE?

This course is designed for everyone doing *Supervision* at all levels, Heads of Departments, Departmental Managers, Shift In charges, HR Managers, Middle Management, Production Engineers, Ware house in charge, Lab Managers, Quality Managers, Managers of all functions, executives of all functions.

LEARNING OBJECTIVES:

Upon completion of the course attendees should be able to understand the fundamentals of Quality Management Approaches, understand what is Six Sigma Methodology, and the Approach in order to apply it in your firm, to be able to lead Six Sigma implementation, and to be able to support the top management in the management of Six Sigma Programme.

COURSE CONTENTS:

- Process Management Vocabulary
- Quality Definitions
- Six Sigma Approach in Problem Solving
- What is Six Sigma?
- Six Sigma history?
- Six Sigma Methodologies
- Define phase
- Measure phase
- Analyze phase
- Six Sigma Roles and Responsibilities

Resource Speaker

Mr. Muhammad Aman Mirza: Having worked for 20+ years for many diverse industries and business sectors experience in Home Textile and Garments, Polyurethane foam manufacturing, Automobile, Inspections, verifications, testing and Certifications. Worked as a Quality Auditor, Quality Engineer, Consultant and Trainer in Pakistan and Abroad. Presently, held Senior Level position in multinational company. Having master's degree in Statistics with specialization in Quality Control given me an opportunity to practice and Train Businesses and Individuals the Corporate sector on many different aspects like ISO/IEC 17025, ISO 9001, ISO/IEC 17020, Root Cause Analysis, Six Sigma.

Training Methodology:

- Presentations and Discussions.

Venue:

- Online Session through Zoom

Training Date:

- 15th November, 2022 (Tuesday)

Time:

- 11:00 am to 2:00 pm

Course Fee

- Rs.1000 /- per participant
(Include Soft copy of course material & award NPO e- certificate)

Mode of Payment:

Cash/ Cheque/easy paisa in the favor of "National Productivity Organization-NPO"
(NPO account no. 01662002981149, Faysal Bank F-7 Branch, Islamabad.

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University & Hospital Road Near PCSIR Laboratory,
Gulshan -e-Iqbal Town Karachi.

0.5 CPD Point For Engineers

NPO Online Training Course on "Essential of Chemical Safety"

COURSE OVERVIEW:

National Productivity Organization (NPO), Ministry of Industries & Production, Government of Pakistan a liaison office of Asian Productivity Organization (APO-Tokyo) Japan is organizing 3-hours online NPO training course on "Essential of Chemical Safety" through Zoom meeting. The Purpose of this training course is to aware the participants about chemical Safety. To ensure employee safety while dealing with chemicals, best practices such as handling, storage, emergency procedures, and general safety related to chemicals

WHO SHOULD ATTEND THIS COURSE?

This course is designed for everyone doing *Supervision* at all levels, Heads of Departments, Departmental Managers, Shift In charges, HR Managers, Middle Management, Production Engineers, Ware house in charge, Lab Managers, Quality Managers, Managers of all functions, executives of all functions.

LEARNING OBJECTIVES: At the conclusion of this course, participants will be able to:

1. Identify some specific categories of hazardous chemicals
2. Identify and relate the legal & regulatory requirement pertaining to chemicals handling
3. Demonstrate handling flammable chemicals
4. Demonstrate ways to assess and manage the hazards associated with chemicals.
5. Implement the proper procedures for responding to spills, emergencies, or injuries.
6. Understand and demonstrate handling of different types of chemical emergencies

COURSE CONTENTS:

- ✓ What is Chemical Safety
- ✓ Categories of Hazardous Chemical
- ✓ Chemical Hazards & Risk Management
- ✓ Handling/ Storage of Hazardous & Flammable material
- ✓ Chemical labeling, signs & their meaning
- ✓ Symptoms of Positive Exposure to chemicals
- ✓ Different types of Chemical emergencies
- ✓ Management & Handling of chemical emergency

TRAINER / RESOURCE SPEAKER:



Ms. Saman Laiq Abbasi: CEO Strategic Management Services. First Pakistani female accredited by IRCA-UK as Lead trainer for ISO 9001:2008, ISO 14001, ISO 45001, EnMs IS 50001, ISMS 27001. Conducted more than 1000 third party HSE & Social Compliance Audits & numerous training within and outside Pakistan. Approved Trainer from AOTS Tokyo Japan. ILO ITC Global EOSH Trainer., 6 Sigma (GB) & NEBOSH PSM certified professional certified, ILO FIT Consultant. Advisor Sindh OSH Council.

Public Speaker,. Performed as an Independent ESMS Assessor & trainer on IFC (World Bank), Asian development Bank & IDB funded Hydropower & other Projects on Environment & social Management system (ESMS)

Training Methodology:

- Presentations and Discussions.

Venue:

- Online Session through Zoom

Training Date:

- 10th November, 2022 (Thursday)

Time:

- 11:00 am to 2:00 pm

Course Fee

- Rs.1000 /- per participant (Include Soft copy of course material & award NPO e- certificate)

Mode of Payment:

Cash/ Cheque/easy paisa in the favor of "National Productivity Organization-NPO"
(NPO account no. 01662002981149, Faysal Bank F-7 Branch, Islamabad.

**0.5 CPD Point
For Engineers**

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University & Hospital Road Near PCSIR Laboratory,
Gulshan -e-Iqbal Town Karachi.

COURSE DETAILS

Name of Course: Online NPO Training Course on “ _____
_____”

Course Location: Online Session through Zoom

Date: _____November, 2022

PARTICIPANTS’ DETAILS

Name: _____

Email: _____

Phone/ _____ Fax: _____

Organization Name: _____

Designation: _____

Qualification: _____

Please attached detailed profile of participant

FEES DETAILS

Fee Paid (Amount): 1000/- One thousand

Mode of Payment: _____ Cheque Easy Paisa Cash

(Cash/Cheque / in favor of National Productivity Organization- NPO)

NPO Account No: 01662002981149, Faysal Bank, F-7 Branch Islamabad.

Received by (Signature): _____