Course Title	Introduction to Management
Course Length	Two weekends - 24 hours
Target Audience	Front-line managers and Supervisors
Prerequisites (if any)	None
Language of Instruction	Material is in English. Explanation and discussions are in English/Urdu

Course Description

This is a capacity-building programme for managers and professionals. The purpose of this course is to:

- Develop and achieve individual/organisational vision, goals & objectives.

- Develop a clear understanding of the importance of systems thinking for individual, organisational and national productivity.

- Empower the participants to develop competency-based knowledge, tools, and skills for continuous improvement of systems through people development and system improvement.

Course Learning Outcomes	
	By the end of this course, the students should be able to:
LO1:	Understand their role as a manager
LO2:	Use systems thinking to improve performance and productivity
LO3:	Learn to perform under pressure
LO4:	Learn to develop and integrate personal vision with corporate vision, and perform by setting measurable goals and objectives
LO5:	Improve the quality of their time by organization and planning
LO6:	Develop problem solving and decision-making skills
LO7:	Improve effective communication, interpersonal skills, and networking

Course Summary			
Lecture	Module Name	Key Concepts/Topics Covered	Assessments
1	Role of a manager	How to work with your boss, team, and peers to serve your customers	

2	Systems thinking	Developing better systems for better results	
3	Performance under pressure/Stress management	Managing stress for better results	
4	Integrating individual & corporate visions	Developing and aligning personal vision with corporate goals	
5	Performance by goals and objectives	Deriving goals and objectives from personal and corporate vision	
6	Time management	Organisation & planning. Using delegation as a tool for development	
7	Project management (Basic)	Learning project management as a process	
8	Problem solving and Decision making	Learning the process of problem solving and decision making	
9	Communication skills	Intra/Interpersonal skills, Networking	