



Enhance your Potential ■

Training 2006



**SIDAT HYDER MORSHED
ASSOCIATES (PVT) LTD
Management Consultants**

Training Services

Investment in Human Capital is a key business decision which enables the maximization of returns through sustained growth. Keeping this in view, we at Sidat Hyder Morshed Associates have been actively involved in developing and delivering **in-house trainings** customized to meet client requirements, as well as **open-audience trainings** conducted for the professional development of personnel belonging to various organizations.

In-house Training Programs

We conduct in-house training programs for organizations that are interested in training larger groups of employees in various technical and soft skills. The logistics, venue etc. for these courses may be arranged by yourself or by us, depending on your preference. Since different clients have different training requirements, we provide mainly two types of in-house training programs, as follows:

Standard Courses: the course content and format are based on the open audience programs. Minor modifications are made to ensure that the program is fit for your organization.

Tailored Courses: the course length, content and format are tailored to reflect the nature of your business and specific requirements. Case studies and scenarios related to your organization may be incorporated to reflect practical and real issues happening in your organization.

Training Consultancy

Before you decide what training courses your employees should attend, you have to be aware of the areas in which they require skill improvement. Such an approach helps to ensure that your training investment is targeted. We offer consultancy services in conducting **Training Needs Assessments (TNA)** for organizations, to help you in identifying the skill gaps of your employees.

In addition, we can help you to assess the effectiveness of your training interventions, by conducting a **Post-training Effectiveness Evaluation**. Such tools can help you to assess the effect that training is having on actual skills improvement in your organization.

We may also join hands with you to devise a comprehensive **Training Strategy** for your organization, starting with a TNA, a training implementation plan as well as a Post-Training Effectiveness Evaluation. Such a strategy will enable you to focus on Employee Development in a structured and planned manner, with a focus on maximizing return on training investment.

Our Trainers

Our Trainers are drawn from our pool of professionals who have diverse backgrounds and areas of expertise; they may be Chartered Accountants, Psychologists, Human Resource Specialists, IT experts as well as those with extensive experience of Strategy Consulting. We believe that our collective experience of consultancy assignments adds a more practical and market based flavor to skill transfer. We have offices in Karachi, Islamabad and Lahore and our Trainers regularly conduct training in other cities as well.

Samia Zuberi

Samia Zuberi has about 10 years experience in industry and consultancy assignments in areas of training needs assessments, competency assessment, organization restructuring, HR Audits, training strategy as well as HR policy and procedure manuals. She has designed and conducted various HR related training courses. She has a Masters in Organizational Psychology.

Joya Ali Khan

Joya Khan is an MBA with about 5 years work experience in the corporate and social sectors in Pakistan. Her experience has mainly been in management training and Information Technology. Her particular areas of focus for conducting training workshops is on Soft Skills and Project Management Courses.

Arooj Alam Khan

Arooj Alam is an MBA with over eleven years working experience in the field of Information Technology through participation in various assignments for various government organisations, multinational companies, leading local organisations etc. Present job responsibilities include handling of independent team of software and consulting professionals and management of IT related projects.

Mohammed Imani

With 20 years of experience in Pakistan and USA, Mohammed Imani has implemented a multitude of projects in various areas of Information Technology. His diverse experience has been in Private and Public Sector Organizations, Multinational Companies and Not-for-Profit Organizations. He has served as Project Manager for various Business Process Reengineering (BPR) projects in Pakistan.

Faridah Hemani

Faridah holds an MBA in Human Resource Management and Organizational Development and has over 5 years of experience as a Human Resource Generalist and Organizational Development Consultant. She has designed and conducted corporate orientations, soft skills and technical skill training workshops and leadership development courses.

Contact:

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Calendar 2006

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<p>Identifying Training Needs – the Key to Quality Performance</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>The Input Output Game – Sales Tax</p> <p>Fee: Rs. 4,500/- Duration: 1 day Location: Karachi</p>	<p>Reengineering the Business Process</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>The Results are Out : HR Benchmarking Survey</p> <p>Fee: Rs. 4,500/- Duration: 1 day Location: Karachi</p>	<p>How to Facilitate an Internal Audit</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>Business Communication—the Why and How</p> <p>Fee: Rs. 10,500/- Duration: 2 days Location: Karachi</p>	<p>How to Prepare & Deliver a Presentation with Power, Punch & Pizzazz</p> <p>Fee: Rs. 12,000/- Duration: 2 days Location: Karachi</p>	<p>1002 Ways to Reward your Employees</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>Conference: Best Practices Day 2006</p> <p>Fee: Rs. 4,500/- Duration: 1 day Location: Karachi</p>	<p>Ramzan</p>	<p>How to Prepare & Deliver a Presentation with Power, Punch & Pizzazz</p> <p>Fee: Rs. 12,000/- Duration: 2 days Location: Islamabad</p>	<p>Pathways to Performance Management</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>
<p>360° - Going the Full Circle in Performance Management</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Islamabad</p>	<p>Interviewing Skills—Finding the Perfect Fit</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>The Manager as Coach and Mentor</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>Identifying Training Needs – the Key to Quality Performance</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>Pathways to Performance Management</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Islamabad</p>	<p>Planning Development and Assessment Centers</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>What are they Earning — Using Compensation Data</p> <p>Fee: Rs. 4,500/- Duration: 1 day Location: Karachi</p>	<p>Interviewing Skills—Finding the Perfect Fit</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Islamabad</p>	<p>Business Communication—the Why and How</p> <p>Fee: Rs. 10,500/- Duration: 2 days Location: Islamabad</p>		<p>360° - Going the Full Circle in Performance Management</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>	<p>The Art & Science of Facilitation</p> <p>Fee: Rs. 6,000/- Duration: 1 day Location: Karachi</p>

Please note: The events in blue signify seminars and conferences

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