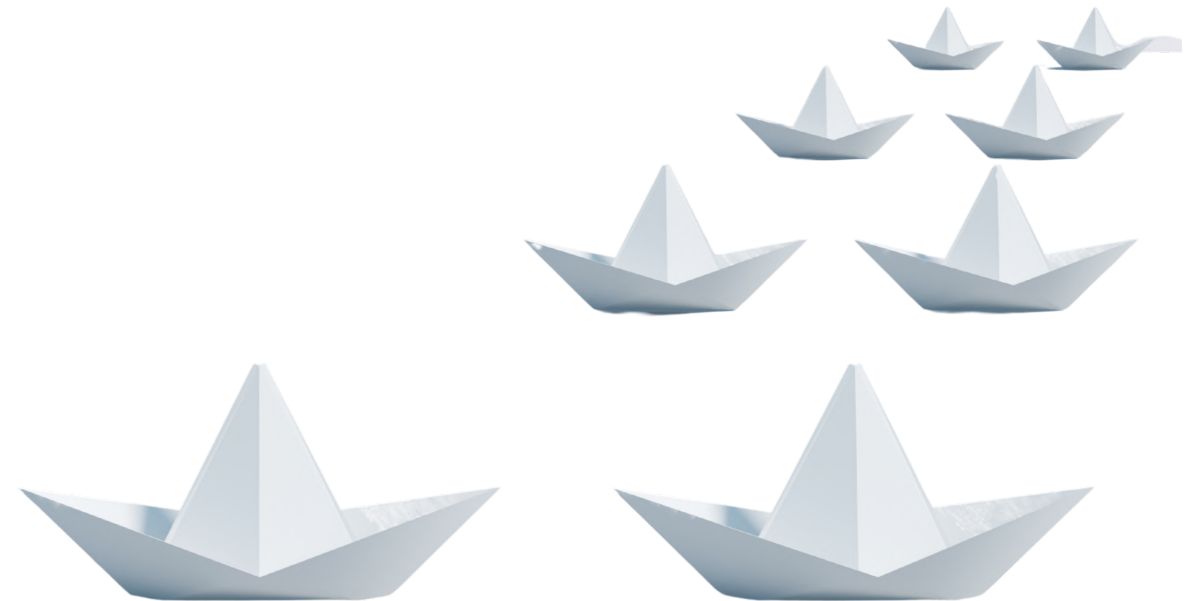


From Novice To Navigator

Building Managerial & Leadership Capabilities for Today's Business Challenges

By Tanzeel Raza



From Novice To Navigator

About The Program

From Novice To Navigator is a 2 days program designed to teach and make participants practice practical tools, models and concepts that will enable them to **manage** and **lead** themselves and their teams effectively.

Assess your management style, identify personal values, limiting beliefs and learn effective leadership practices.



Learn how to give clear instructions, tackle difficult conversation and master the art of diplomacy.



Learn how to give constructive feedback on performance and behaviour of team members.



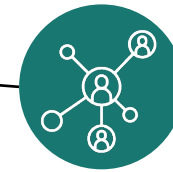
Learning Objectives



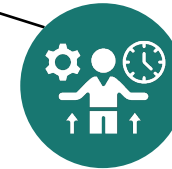
Learn how coaching can be used to improve performance and build relationship with team members using GROW model.



Learn how to tackle and manage office powerplay and politics.



Learn how to delegate effectively while building ownership and accountability in teams.



Learn practical ways of having difficult conversations.



From Novice To Navigator

Content

Modules

Module 1: Building Selfawareness

Key Learning Topics

- Assess personal management style
- Explore and indentify core beliefs and values.
- Align personal values with organizational values and explore effective behaviours.

Module 2: Effective Communication With Internal and External Stakeholders

- How to give clear instructions.
- Ways of managing difficult conversation.
- Understanding emotions and verbal cues in challenging conversation.
- Learn how to use body language and facial expression to communicate effectively.

Module 3: Team Feedback

- Learn and apply feedback models through role plays.
- Assessing your team member's performance without bais.
- Balancing concern for people and concern for results.
- Understanding feedback conversations from behavioural and emotional points of view.

Module 4: Manager As A Coach

- Learn the impat of effective coaching on team member's performance.
- Using coaching conversations for performance improvement and career building.
- Applying grow coaching model through role plays.

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Content

Modules

Module 5: Effective
Delegation &
Accountability

Module 6: Navigating
Office Power & Politics

Module 7: Difficult
Conversations

Key Learning Topics

- Learn and apply the accountability, responsibility, and ownership framework through practical case studies.
- Learn how to delegate effectively using the Skill–Will Matrix.
- Apply the DELEGATE model to assign tasks with clarity and ownership.
- Identify formal and informal power structures in an organization.
- Learn ethical ways to build influence, credibility, and trust.
- Improve your visibility at work.
- Structure and lead difficult conversations with confidence.
- Communicate clearly while managing emotions.
- Addressing issues early to improve team performance and retention.

Training Methodology

- Assessments - Case Studies - Group Discussions - Role Plays - Purpose Driven Activities - Action Planning

Meet The CEO

Tanzeel Raza



Tanzeel Raza is **the CEO of Meaningful Lives** and a seasoned corporate trainer, consultant and coach, specializing in leadership development, personal productivity, and workplace wellbeing. With a strong emphasis on soft skills training, he empowers professionals and organizations to achieve sustainable growth through practical, **human-centered learning experiences**.

He has over **10 years** of experience in training & transforming professionals and organizations in **Australia** and Pakistan. He has worked with top global organizations, include "**Hudson Global Resource**", a leading MNC providing learning and staffing solutions in Australia. Tanzeel's training programs are designed based on latest academic researches, **proven tools**, frameworks, models and includes **real life corporate** short case studies to build relevance and relatability with his audience. He has facilitated more than **750 trainings** in Pakistan, has worked with more than **100 organizations** and have trained more than **20,000** professionals from all walks of life.

He completed his **MBA** from CQ University (**Australia**) in International Business and an ACCA Affiliate. He is a **Certified Public Speaker** from California Institute of Behavioural Neurosciences & Psychology and a **Certified Professional Trainer** from **IAPPD, UK**. Tanzeel also teaches **Leadership and Management** courses to MBA students. Tanzeel is also a **Certified Fitness Trainer** from Australian College of Sports and Fitness and **Certified Boxing Trainer** from Punchfit **Australia**.

Our Clients | + 100 Corporations | 12 Sectors

Financial Services Sector



Textile Sector



FMCG & Manufacturing Sector



Oil & Gas Sector



IT Sector



Logistics & Transport



Real Estate & Construction



Retail Sector



Pharma Sector



Automotive Sector



Packaging Sector



NGO Sector



Education Sector



Other Sectors



Clients Feedback



Bilal Y. Chabra
CEO at **Louis Dreyfus**
Company (LDC)

"On our annual SHE day we brought in Tanzeel to talk about the importance of healthy lifestyle and also engage the team in some exercises. Tanzeel was very convincing in showing a relationship between a healthy lifestyle and happiness; since the session, many of us started regular training and balance diet resulting in efficiency at work and also improvement in our happiness levels. Apart from that he taught us various exercises that can be done at work and engaged us in a lot of fun activities. I highly recommend Tanzeel training and coaching of health and wellness."



Surriya Nasim
Country Manager at
PV360

"We are truly grateful for the transformation we have experienced under Tanzeel's consultancy. Not only we have achieved our initial management goals, but we have also developed a newfound sense of confidence and self-discipline. I wholeheartedly recommend Mr. Tanzeel Raza to anyone seeking a dedicated, knowledgeable, and motivating trainer who can truly make a positive impact on their organization transformational journey. Thank you, Mr. Tanzeel Raza for being an exceptional trainer and mentor."



Faraz Quddusi
CEO at **QBS Co**

"We selected Tanzeel to deliver a Key-Note session on change management with one of our clients who was undergoing a digital transformation. Tanzeel session was exceptionally motivating, and the way he connected with the audience through story telling and integrating our client's vision and mission into his talk really helped us with smooth implementation of the project. I would recommend Tanzeel Raza for change management and employee capacity building training programs."

**For in-house
or customized
training
programs.** get in touch
with us today.

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