

## Brush up Your Skills & Accelerate Your Career !

SWARM IT SOLUTIONS LIMITED proudly announces One-Day Workshops

All Companies and Professional Individuals are invited to register!

- Fee for each workshop is Rs. 5,500/-, inclusive of Workshop Material and Refreshments.
- Special Discount on group of 5 participants.
- Pay Cash or deposit fee in the Bank Account : Farhat Batool, IBAN PK13BKIP0100500484960201
- Venue & schedule will be confirmed upon finalisation of participant's registration.
- Workshop on any topic can especially be arranged for a group of minimum 5 participants.
- Workshop will be cancelled or postponed in case of less than 5 participants. Fee will be refunded within few days of the Cancellation.
- At the completion of Workshop, Certificate of Attendance will be awarded by Swarm to each participant.

Workshop Title	Tentative Schedule
<ol style="list-style-type: none"><li>1. Fundamentals of Leadership</li><li>2. Leadership Ethics at Workplace</li><li>3. Leadership Styles &amp; Types</li><li>4. Leadership Case-Studies</li><li>5. Leadership Power at Workplace</li><li>6. Exercises on Leadership</li><li>7. Future Challenges of Leadership</li><li>8. Scientific Approach to Strategic Leadership</li><li>9. Tactical Approach of Competitive Leadership</li><li>10. Techniques of Decision Making</li></ol>	18 <sup>th</sup> February 2023 To 28 <sup>th</sup> February 2023  8.00 PM to 9.00 PM
<ol style="list-style-type: none"><li>11. Dynamics of Leadership &amp; Motivation</li><li>12. Empowerment Strategies at Workplace</li><li>13. SMART Goals &amp; Objectives</li><li>14. Popular Theories on Employee Motivation</li></ol>	1 <sup>st</sup> March 2023 To 7 <sup>th</sup> March 2023  8.00 PM to 9.00 PM
<ol style="list-style-type: none"><li>15. Paradigm of Leading Change</li><li>16. Model of Change Management</li></ol>	8 <sup>th</sup> March 2023 To 10 <sup>th</sup> March 2023  8.00 PM to 9.00 PM
<ol style="list-style-type: none"><li>17. Team Building &amp; Challenges</li><li>18. Team Development &amp; Motivation : Exercises</li></ol>	11 <sup>th</sup> March 2023 To 13 <sup>th</sup> March 2023

	8.00 PM to 9.00 PM
<b>19. Professional Techniques of Strategic Management</b> <b>20. Vision &amp; Mission : Development &amp; Sustainability</b> <b>21. Effective Managerial Skills</b> <b>22. Effective Managerial Functions</b> <b>23. Basics of Organisational Development</b> <b>24. Basics of Organisational Resources</b>	14 <sup>th</sup> March 2023 To 24 <sup>th</sup> March 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>25. Significance of Employee Well-Being</b> <b>26. Human Resource Management : Significance &amp; Challenges</b> <b>27. HR (Human Resources) Recruitment Strategies</b> <b>28. HR (Human Resources) Training &amp; Development</b> <b>29. HR (Human Resources) Performance Management</b> <b>30. HR (Human Resources) Maintenance &amp; Succession Planning</b> <b>31. Strategic Human Resource Management</b>	25 <sup>th</sup> March 2023 To 3 <sup>rd</sup> April 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>32. Basics of Quality Management</b> <b>33. Popular Techniques of Quality Management</b> <b>34. Visual Management : Significance &amp; Tools</b> <b>35. Basics of Six Sigma</b> <b>36. Magic of LEAN Production</b> <b>37. Basics of ISO</b> <b>38. Japanese Style of Managing Quality</b>	4 <sup>th</sup> April 2023 To 10 <sup>th</sup> April 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>39. Understanding Stress at Workplace</b> <b>40. Stress Management Techniques at Workplace</b> <b>41. Know Your Stress Level (Self-Assessment)</b> <b>42. Understanding Occupational Health &amp; Safety</b>	11 <sup>th</sup> April 2023 To 17 <sup>th</sup> April 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>43. Professional Model of Conflict Management</b> <b>44. Anger Management Techniques</b>	18 <sup>th</sup> April 2023 To 20 <sup>th</sup> April 2023

	8.00 PM to 9.00 PM (slightly amendable)
<b>45. Emotional Intelligence at Work</b> <b>46. Personal Grooming by Emotional Intelligence</b>	26 <sup>th</sup> April 2023 To 29 <sup>th</sup> April 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>47. Types of Personalities</b> <b>48. Myer Brigg's Personality Test</b> <b>49. Fundamentals of Organisational Behaviour</b> <b>50. Managing Different Behaviours</b>	30 <sup>th</sup> April 2023 To 5 <sup>th</sup> May 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>51. Basics of Entrepreneurship</b> <b>52. Event Management Skills</b>	6 <sup>th</sup> May 2023 To 10 <sup>th</sup> May 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>53. Etiquettes of Community Living</b> <b>54. Growing Challenges of Community Living</b>	11 <sup>th</sup> May 2023 To 14 <sup>th</sup> May 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>55. Business Communication: Significance &amp; Techniques</b> <b>56. Art of Public Speaking</b> <b>57. Presentation Skills at Workplace</b> <b>58. Combat your Stage Fright</b>	15 <sup>th</sup> May 2023 To 21 <sup>st</sup> May 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>59. Business Excellence: Sun Tzu's Strategies</b> <b>60. Seven Habits of Highly Effective People</b>	22 <sup>nd</sup> May 2023 To 26 <sup>th</sup> May 2023  8.00 PM to 9.00 PM (slightly amendable)

<b>61. Time Management Skills</b> <b>62. Self-Management : Significance &amp; Strategies</b>	27 <sup>th</sup> May 2023 To 29 <sup>th</sup> May 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>63. Fundamentals of Project Management</b> <b>64. Project Management : Significance &amp; Tools</b> <b>65. Project Planning by Gantt Chart</b>	30 <sup>th</sup> May 2023 To 4 <sup>th</sup> June 2023  8.00 PM to 9.00 PM (slightly amendable)
<b>66. Essentials of Crisis Management</b> <b>67. Steps of Effective Crisis Management</b> <b>68. Crisis Management Case-Studies</b>	5 <sup>th</sup> June 2023 To 10 <sup>th</sup> June 2023  8.00 PM to 9.00 PM (slightly amendable)