

Quality Enhancement Cell

Report of

Workshop: “Training the Managers”

10th February, 2026

1. Introduction

A comprehensive and impactful workshop titled “**Training the Managers**” was successfully conducted by Director QEC, Syed Najeeb Haider Jafri, at Sohail University on 10th February 2026. The workshop focused on presenting training as a strategic management function, emphasizing results, organizational alignment, and measurable performance outcomes.

The session was well-structured, interactive, and highly engaging, providing participants with practical tools and conceptual clarity regarding training management and organizational effectiveness.

2. Objectives of the Workshop

The primary objectives of the workshop were to:

- Present training as a strategic management responsibility.
- Explain the role of Training Managers in achieving organizational goals.
- Highlight the importance of Needs Assessment (NA).
- Introduce Key Result Areas (KRAs) and SMARTER objectives.
- Strengthen participants’ understanding of measurable performance standards.
- Promote systematic planning, delivery, and evaluation of training.

3. Key Themes Covered

The workshop covered several essential topics related to training management:

a. Training as a Strategic Function

Training was presented not merely as an administrative task but as a strategic tool aligned with organizational mission and goals.

b. The Training Management Function

Participants explored the responsibilities of training managers, including:

- Planning and organizing training activities

- Coordinating resources
- Ensuring quality control
- Coaching and motivating staff
- Evaluating performance outcomes

c. Needs Assessment (NA)

The session emphasized identifying performance gaps and ensuring training is the correct solution. Strategic execution of NA included:

- Observation
- Focus groups
- Questionnaires
- Interviews

d. Key Result Areas (KRAs)

Participants learned how to identify critical areas that directly impact mission achievement. The Pareto Principle (80/20 Rule) was discussed as a tool for prioritization.

e. Setting Effective Objectives

The workshop introduced the concept of SMARTER objectives:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound
- Exciting
- Recorded

Practical examples demonstrated how vague objectives can be rewritten into measurable and actionable targets.

4. Learning Methodology

The workshop incorporated:

- Interactive activities (Management definition, Self-assessment questionnaire, KRA identification)
- Real-life examples
- Group discussions
- Case-based objective drafting
- Reflective learning cycle model (Honey & Mumford approach)

This participatory format ensured high engagement and practical understanding.

5. Participant Engagement

Participants actively contributed through:

- Defining “Management”
- Drafting personal job purposes
- Identifying KRAs
- Writing performance objectives
- Evaluating objective quality

The Q&A session further clarified practical applications and allowed sharing of departmental experiences.

17 participants attended the workshop:

Sno	Name	Designation
1	Syed Najeeb Haider Jafri	Director, QEC
2	Syed M. Inamullah	Manager, QEC
3	Ms. Kinza Tariq	Assistant Manager, QEC
4	Mr. Shoaib	Data Analyst, QEC (JMDC)
5	Prof. Dr. Shagufta Usmani	Principal, JCP
6	Dr. Atiya Kaleem	Sr. Lecturer, JCP
7	Dr. Mahrukh	Sr. Lecturer, JCP
8	Dr. Samad	Lecturer, JCP
9	Dr. Sharunia Butt	Sr. Lecturer, JCP
10	Dr. Sana	Lecturer, JCRS
11	Dr. Soofia	Lecturer, JCRS
12	Dr. Tanveer	Ast. Prof, JCRS
13	Prof. Dr. Nasim Karim	Dean HS Director Research Cell, JMDC
14	Ms. Rafia Akhlaq	Sr. Lecturer, BBS
15	Mr. Faizan Ali	Lecturer, JCN
16	Mr. Mudassir Sayeed Siddiqui	Sr. Lecturer, FoMIS
17	Mr. Shariq	Sr. Lecturer, FoMIS
18	Dr. Vinesh Kumar	Sr. Lecturer, JCRS
19	Qurat-ul-Ain Agha	Biostatistician, Research Cell
20	Dr. Yumna Ilyas	Ast. Prof, JCRS
21	Dr. Tayyaba Faraz	Ast. Prof, JCP

6. Outcomes of the Workshop

The workshop successfully:

- Strengthened understanding of management fundamentals.
- Clarified the strategic role of training.

- Enhanced skills in needs analysis and objective setting.
- Encouraged alignment between training activities and institutional mission.
- Promoted accountability through measurable performance standards.

Participants left with improved clarity about their role, purpose, and measurable contribution to organizational success.

7. Overall Evaluation

The workshop was highly effective, well-organized, and intellectually enriching. The structured approach, combined with practical exercises and strategic insights, made it a valuable professional development experience.

It successfully reinforced the idea that effective training management is not about activity — it is about **results, alignment, and measurable impact**.







