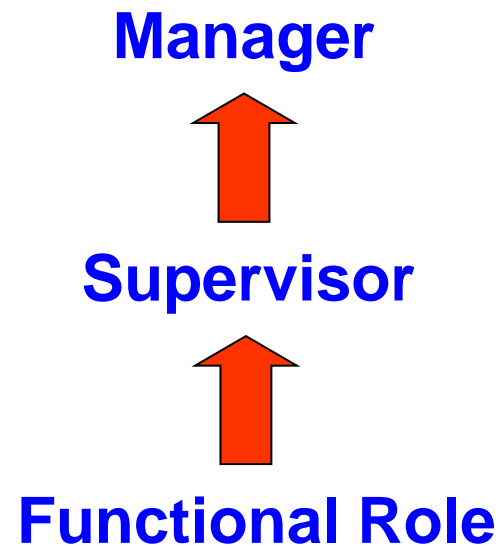


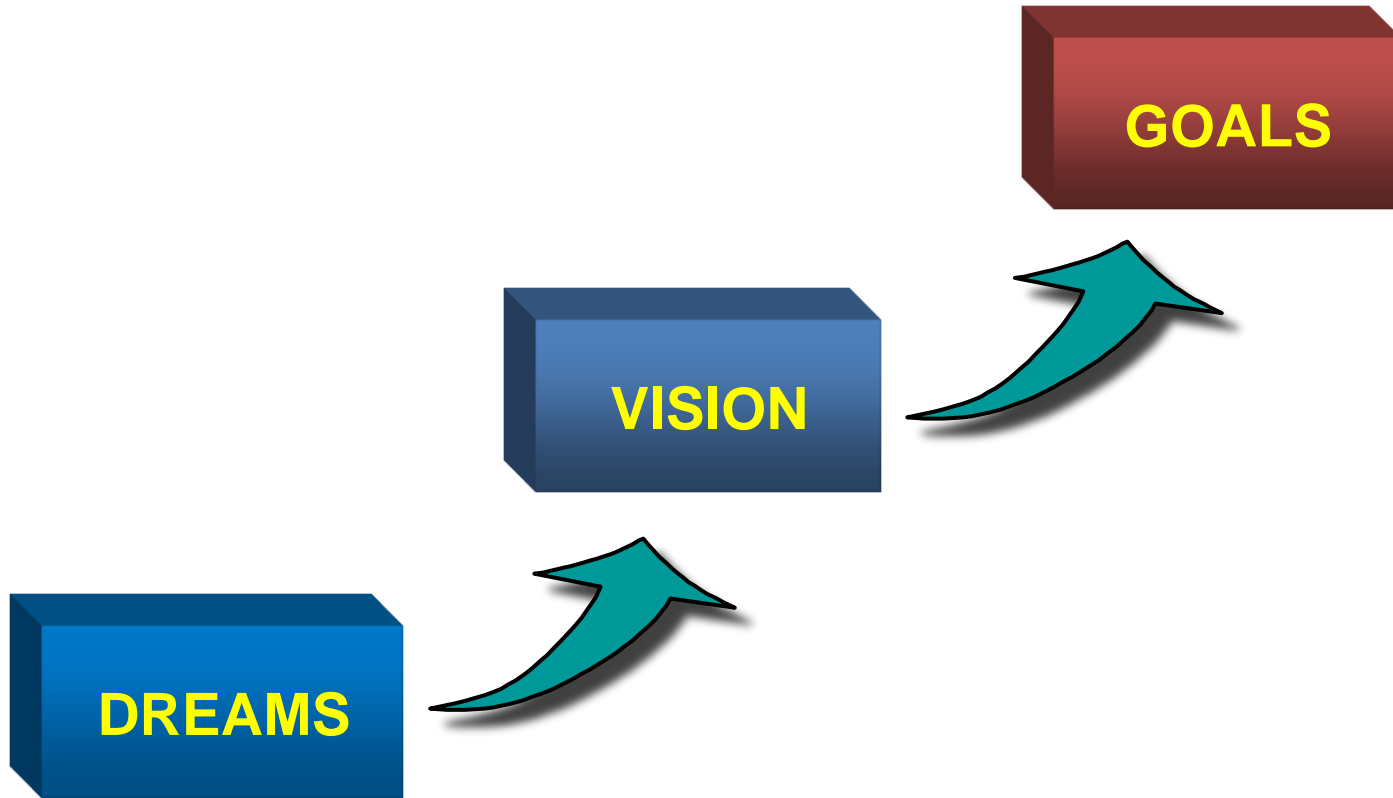
Moving From Functional Role to Managing

**Allen Pathmarajah
Executive Chairman
AJP Advisers Group**

Leadership Progression



Your Success



Goals

- **Specific**
- **Measurable**
- **Attainable**
- **Realistic**
- **Trackable**
- **Enjoyable**
- **Rewarding**

Your Success



Your Success

Conviction

- You
- Product / Business
 - Purpose (Why?)
 - Passion
 - Possibilities

Your Success

Commitment

- Desire
- Dedication
- Determination
- Drive

4 D's

Your Success

Competence

- Knowledge
- Attitude
- Skills
- Habits

Your Success

Courage

- Act on belief

Your Success

Character

- **Honesty / Integrity**

Your Success

Creativity

- **Make the best of what you have or where you are**

Your Success

Caring

- **People don't care how much you know until they know how much you care**

Positive Mental Attitude (PMA)

What is PMA?

- Whatever you vividly Imagine
- Ardently Desire
- Sincerely Believe and
- Enthusiastically Act Upon

Will inevitably
come to pass

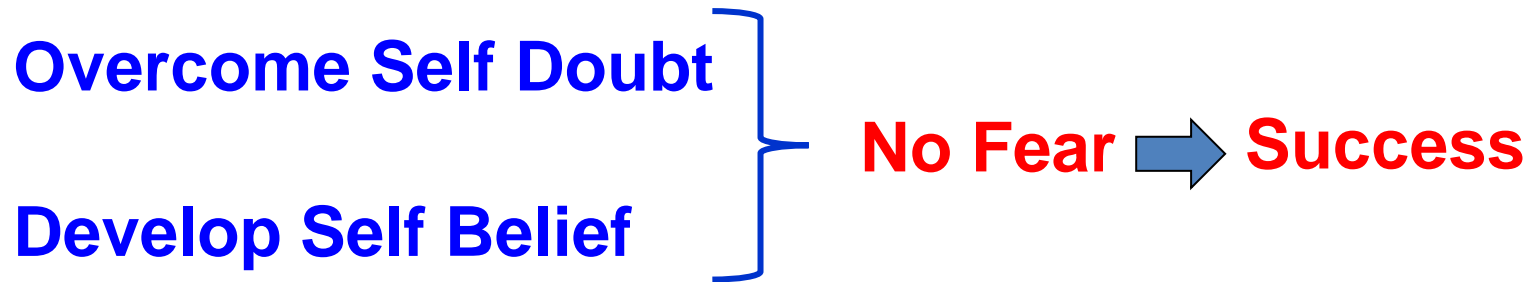
.... Paul Meyer

Positive Mental Attitude (PMA)

**“The greatest discovery of my generation is
that a human being can alter his life by
altering his Attitude of Mind”**

.... William James

Positive Mental Attitude (PMA)



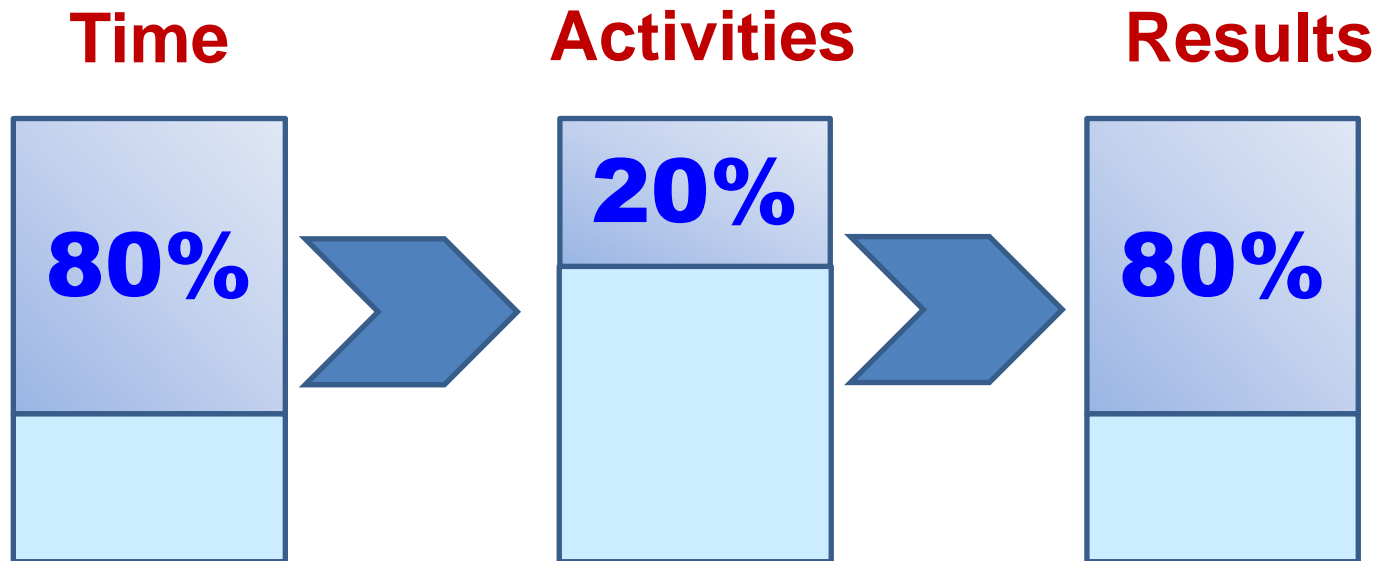
Time Management

**“Time is the scarcest resource.
Unless it is managed, nothing else
can be managed”**

.... Peter Drucker

Time Management

80 : 20 : 80 Rule



Time Management

Time Wasters

1. **Shifting Priorities**
2. **Interruptions**
3. **No clear goals – Lack of focus**
4. **Messy desk and looking for things**
5. **Procrastination**
6. **Ineffective delegation**
7. **Inability to say “No”**
8. **Poor planning**
9. **Poor use of systems**
10. **Meetings**

Time Management

4 D's

Dump It

Delegate It

Do It NOW

Decide WHEN

Time Management

To Do List (Daily)

- At the end of the day, write a “To Do” list for the next day
- Assign priorities in order of importance **NOT** ease of doing
- Do first things first

Time Management

- ❖ Worry - is non-productive
 - nothing is achieved except **STRESS**
- ↓
- Brings you down –
- ✓ physically
 - ✓ emotionally

Time Management

- ❖ Action - Any action is better than **Worry**
- Effectiveness (doing the right things)
- Efficiency (doing the things right)

Time Management

We have:

- **complete control over** – **attitude and effort**
- **influence over** – **number of things**
- **no control over** – **most things**

We should focus our time and energy on things we have complete control over or influence over instead of on things we have no control over

Managing

What?

Achieving results through and with people

How?

Management activities

Management Activities

- **PLAN**
- **ORGANISE**
- **CO-ORDINATE**
- **MONITOR**

Management

- First 3 Letters - “MAN”
- People → HUMAN RELATIONS SKILLS (KEY)

4 F's

- Friendly
- Fair
- Frank
- Firm

Problems

- Address the Problems Not the Person
- Maintain The Self Esteem of the Person
- Maintain Cordial Relationship

Communication

What? The Art of Informing and Persuading Others

How? Should Be:-

- Simple
- Concise
- Comprehensive

Talking And “Listening”

- We should “LISTEN” More than Talk
- We have Two Ears but only One Mouth

Emotional Intelligence (EQ)

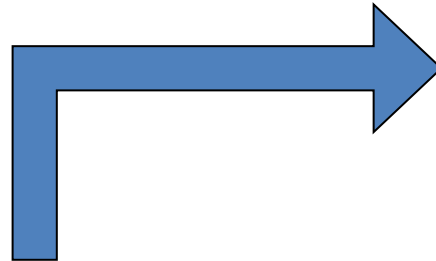
- » **Major factor in the total success of an individual**
- » **What?**
 - **Knowing one's Emotions**
 - **Managing one's Emotions**
 - **Motivating oneself**
 - **Recognizing Emotions in others**
 - **Handling Relationships**

Teamwork

- **T**ogether
- **E**veryone
- **A**chieves
- **M**ore

HOW?

Teamwork



When the Members of the Team:

- Are Positive and Goal Directed
- See the Objectives of the Department and the Company Greater Than Theirs
- Develop a Solidarity with the Group

MORALE is High Which Leads to Extraordinary Performance

◆ Lower Expense Ratio and Higher Profitability

Success

➤ Journey not a Destination

➤ Process not a Status -

◆ Complacency

◆ Arrogance

◆ Denial

Without corrective
action, leads to -
Failure

Balancing our life in all areas to become a better human being

