

# Enhancing your Professional Image

**NOVEMBER 19 - 20, 2019 | TUESDAY & WEDNESDAY | 9 AM - 5 PM**  
**COURSE INVESTMENT: RS 25000 (EXCLUSIVE OF 5% TAX)**  
**(INCLUSIVE OF TRAINING MATERIAL, CERTIFICATE, LUNCH/REFRESHMENT,  
BUSINESS NETWORKING)**

## Course Overview

Every worker, regardless of his or her position in an organization, must work at the highest possible level for teams and the organization to successfully execute on business objectives. Working at peak performance requires improvement in personal development skills, self-management and competencies such as:

- | time management |
- | perseverance |
- | productivity |
- | listening |

| verbal and written communications |

Work-forces are diverse – full of individuals with personalized learning goals and experiences. Employees need to independently discover useful resources at many points along the work flow.



**For Registration:**

**Email: [besdp@iba.edu.pk](mailto:besdp@iba.edu.pk) | <http://sdp.iba.edu.pk/>**

**Tel: 021-111 422 422; 021-38104701 (Ext. 1801, 1811, 1813,1541)**

## First Session

- How can you get the best from yourself and others?
- The six key qualities of personal effectiveness
- Become a Goal focused individual
- Improve your communication skills
- Improve your confidence
- Become the best version of "You", possible

## Second Session

- Conflict is inevitable
- When in conflict, don't get emotional
- When in conflict manage the situation rationally
- How to be assertive
- Find the solutions to the conflict
- Use praise and appreciation to rebuild the relationship



## Third Session

- Manage your time and tasks
- Make priority decisions
- Manage the people who would waste your time
- Manage your own bad habits
- How to improve your management of emails
- Use the 80-20 rule
- Focus your mind on the task at hand
- Handle interruptions

## Fourth Session

- Develop more self-control; self-confidence, self-motivation
- Create and sustain a positive mental attitude
- Thought control: control your mind
- Conversation control: Control your language
- Use the Ultimate Success Formula
- Purpose, plan, action, feedback, change
- Putting the right ideas to work

## Objectives:

- Learn practical tools that you can use in real-life situations.
- Master the six habits of highly effective people
- Achieve more in less time, with a goal focused mind-set
- Communicate with more confidence, clarity and persuasion
- Handle difficult people with the right amount of assertiveness
- Develop superior self-awareness, self-discipline and self-control
- Create a magnetic personality with the proper use of humour, appreciation and praise
- Develop a positive mental attitude that will inspire yourself and others



## The Trainer: Aisha Bela Malik

As a Management consultant & Corporate Trainer, she helps organisations to solve issues, create value, maximize growth and improve Institution's performance. She provides objective advice and expertise and help an organisation to develop any specialist skills that it may be lacking.

She is a visiting faculty at IBA Center of Executive Education as well and is primarily concerned with the strategy, structure, management and operations of a company, She suggests recommendations for change, as well as advising on additional resources to implement solutions.

Areas of Expertise include:

Personal Development, Leadership Skills, Communication Skills, Soft Skills, Business Strategy, E-business, Financial and Management control, Human Resources, Information Technology, Marketing, Supply-chain Management.

She has represented Pakistan as Women Entrepreneur Chairperson in ECO CCI meetings held at Tashqand & Istanbul from the platform of Federation of Pakistan Chambers of Commerce & Industry.