



## Personal Management Skills for Success

March 10-31, 2017

(Every Friday)

6:00 PM to 9:00 PM

PKR 12,000/-

In a world changed by technology and exponential knowledge creation the rules for success at the workplace have changed.



In addition to working hard professionals must also master personal management techniques to work smart. This course will enable professionals to learn and apply personal management techniques to excel in their careers

### **Topics Covered:**

- ξ Creating a personal mission statement
- ξ Strategies to visualize success
- ξ Developing goals and effective work plans
- ξ Procrastinating , eliminating time wasters and managing time effectively
- ξ Conquering stress and anxiety
- ξ Staying motivated to achieve results
- ξ Tackling difficult people and work related issues
- ξ Leveraging relationships for success
- ξ Relaxation and energizing techniques

## Trainer's Profile

### Aysha Anas Iftikhar

Aysha Anas Iftikhar is a gold medalist and position holder from the Institute of Business Administration (IBA). She is also the recipient of a post graduate research scholarship from the Dutch government. An academican at heart she has taught diverse courses to both undergraduate and graduate students and supervised over 200+ research projects at the graduate level at the Institute of Business Administration (IBA), Karachi. She has published research papers to her credit and has received intensive research training sponsored by the HEC.

Aysha has an established track record of training design and delivery in the areas of Communication, Marketing and Personal Excellence. She brings quality content and high energy to her workshops. The innovative designs of her workshops emphasize experiential learning.

A few of her clients include Higher Education Commission (HEC), Federal Bureau of Revenue (FBR), Small and Medium Enterprise Authority (SMEDA), Organization of Islamic Countries (OIC), SAMI Pharmaceuticals, Atlas etc.

Registration form & Fee Voucher are available at our website: <http://sdp.iba.edu.pk/>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

## For Registrations



## Target Audience

Graduates and young professionals wanting to learn personal management tools to manage workplace issues and advance their careers.

## For Queries & Information

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Skills Development Program

Adding Skills to Experience

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