



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*



Center for Executive Education  
Institute of Business Administration

## Personal Management Skills For Success



*Rethink, Redesign and Reconstruct...*

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.

July 14 – August 18, 2018  
Every Saturday  
6:00 PM to 8:00 PM  
@IBA City Campus  
Training Investment **PKR 12,000/-**

**Skills Development Program**

*Adding Skills to Experience*

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

At the end of the program participants will be able to :

- ✓ Identify areas for improvement in their personal and professional roles
- ✓ Formulate tailor made short term and long term action plans
- ✓ Frame potential challenges and targeted solutions
- ✓ Improvise on their workflow patterns
- ✓ Learn people management skills



## Trainer's Profile

### Aysha Anas Iftikhar

Aysha Anas Iftikhar is currently associated with the Center for Executive Education, IBA as Academic Director Family Business Program.

Aysha is a gold medalist and position holder from the IBA. She is also the recipient of a post graduate research scholarship from Nuffic (Netherlands Organization for Cooperation in Higher Education).

She is a member of the 3<sup>rd</sup> generation, of a family business and has experience consulting for diverse family businesses. Aysha has taught at the undergraduate and graduate level and has supervised over 200+ research projects as a faculty member at the IBA. She has published research papers to her credit and has received intensive research training sponsored by the Higher Education Commission (HEC). Aysha has over a decade of experience in training design and delivery in the areas of Communication, Marketing and Personal Excellence. She brings quality content and high energy to her workshops with an emphasis on experiential learning.

A few of her major clients include Organization of Islamic Countries (OIC), HEC, Federal Bureau of Revenue (FBR), Small and Medium Enterprise Authority (SMEDA) 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

## Participant Profile

Junior to mid-level professionals wanting to rethink, redesign and reconstruct their professional careers

## For Queries & Information

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Skills Development Program

Adding Skills to Experience

IBA CEE

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