

TerraBiz

Training | Conferences | Exhibitions

# The Personal Effectiveness

ORGANIZING YOURSELF FOR MAXIMUM EFFECTIVENESS

12 July 2011 | Sheraton Karachi Hotel

14 July 2011 | Pearl Continental Hotel, Lahore



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# The Personal Effectiveness Toolkit

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## Introduction

The feeling of being overwhelmed by work is more often caused by a disorganised approach than the amount or difficulty of the task on hand. By some of the tools of self knowledge, and knowing what the triggers are which make you underperform, you will be able to handle much of the work with efficiency and skill.

## Objective

Based on over 25 years of experience in corporate world, this workshop offers a set of tools, strategies and insights on living with quality in urban Pakistan. Abbas Husain has collated together from the best recent thinking on leadership and management and is known nationwide for his interactive workshops.

## Benefits to You

- Understand the attributes of high performance people
- Gain insight into yourself and your thinking/learning style
- Develop a personalised organising system
- Achieve work-life balance and success, regardless of workload
- Learn why time management is not the issue; attitude to time is!
- Embed high performance habitual behaviour for long term growth

## Program Outline:

### Managing Yourself

- Recognise and build your strengths and let your mind-set serve you
- Realize that no one has become great by improving on weaknesses; but discovering and focusing on your strengths has good results.
- See the connection of wasting time and using it well with a meditation on Sura Al Asr
- Identify self-defeating attitudes that affect your ability to decide clearly with wisdom

### Organizing Your Tools and Techniques

- The tools of this workshop are hands-on strategies that have changed lives of participants.
- Make sure your real 'top priorities' don't get lost in the trivia of daily routines

### Time – One of Your Critical Resources

- Learn to manage between internal and external time distracters
- Find hidden "slices" of time to achieve important goals

### Planning Your Work Strategy

- Prioritizing effectively short and longer term planning
- Help you to manage your own learning

## Learning Features

This is a skills-based programme. There will be short presentations and exercises. The learning environment is highly interactive between the Facilitator and participants, as well as among the participants. Peer learning from sharing experiences will be strongly encouraged. Each participant will develop his or her own work plan.

## Who Must Attend

Managers, executives, administrators and anyone who needs to manage others. People with potential for Managerial responsibilities will also benefit.

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## Abbas Hussain

Your Course Facilitator



Undoubtedly, one of the most literary figures in the Corporate Training arena, Mr. Abbas Husain is an unmet authority over subjects like Leadership, Communication, Human Intelligence and Organizational Learning.

Abbas Husain has an M.A. in English Literature and M.Ed. (Teaching English to speakers of other languages) from Manchester University, U.K. He has received professional training at the Universities of Toronto, Pittsburgh, Louisville and Chicago. He is one of the founder members of SPELT and has published widely in national and international journals.

In addition to over 35000 teachers/professionals trained all over Pakistan, he has offered Training Programs in several multinational and local business houses.

As consultant and facilitator, he has achieved overwhelming success in the areas of leadership, emotional intelligence and thinking management.

## Workshop Investment:

**Rs. 9,500/-** Per Participant

\*Early Bird Discount: (Before 30<sup>th</sup> June, 2011)

**Rs. 8,500/-** Per Participant

\*Every 4<sup>th</sup> Participant from the same organization will attend

**FREE**

Includes course ware, Terrabiz certificate, lunch, refreshments and business networking.

\*Discounts are mutually exclusive

In-house training is an efficient and cost effective way to ensure that your employees are equipped with the knowledge and skills needed to make a real impact in your organisation. Training can be arranged for anything from small groups to entire divisions and will take place at a time chosen by and convenient to you. For onsite customized programs by **Abbas Hussain**

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## For Registration

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## Registration Note:

Participation will be confirmed subject to receipt of payment.

Substitutions are welcome. Please notify us in writing at least two working days prior to the event. All cancellations must be sent in writing, and will carry a 15% cancellation fee, once a registration request is received and acknowledge by Terrabiz.

Workshop fees must be paid in Full. No refunds will be given if a written cancellation occurs within 10 working days prior to the workshop. Same applies for delegates who don't attend the workshop without cancellation. Workshop materials will still be couriered to them. However, if you have paid your workshop fee in full and you wish to attend any other workshop from Terrabiz within 6 months of the initial registration, you will only be invoiced for 15% of that workshop fee. Please note that you can transfer only once. In the event of unforeseen circumstance, Terrabiz reserves the right to cancel or postpone the event.

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We are a business information firm, having managed and organized events of various calibers during the last 3 years of our operations. Among our more recent event are the ICAP CFO Conferences Karachi & Lahore 2011, Entrepreneurship 2010 – Changing the Mindset conference with MPF, 2nd Women in Business & Leadership Conference WIBCON 2010, which we managed for PSTD. ICAP in collaboration with Terrabiz organized a highly successful CFO Conference 'Rising CFO' in March 2010 which was attended by 600 delegates. MIT Entrepreneurship Forum Pakistan, Terrabiz and OPEN jointly organized a conference on Corporate Innovation and Entrepreneurship'09, Karachi in November 2009. We also managed the MAP Conference in November 2009, Lahore with high appreciation from all over the country.

Terrabiz Human Capital Management Conferences which were held in Karachi and Lahore in April'09 and July'09 respectively, and the Compensation & Benefits Day in June '09 also received a very good feedback from the HR professionals in the country.

We also organized the first ever conference on Digital Marketing in Pakistan titled Marketing 2.0 which saw the confluence of the top three names in the world of digital marketing - Google, Yahoo and Microsoft, represented by their senior executives from abroad. Global Head of Mobile Marketing P&G was also one of the speakers. Terrabiz has also organized some events with Google Pakistan.

Terrabiz was responsible for producing a series of highly successful road shows on the promotion of investment in Pakistani capital markets in different cities for its client the Central Depository Company.

As part of our operations, we also regularly facilitate international trainers to conduct public workshops in Pakistan. A few of them were 'Six Thinking Hats' with Dr. Sunil Gupta, Life Time Master Trainer of Edward de Bono Tools, Nick Blasdale Introductory Management Skills, Advanced Presentation Skills and Media Relations by Simon Bucknall, HR Balanced Scorecard with Alan Fell; Employer Branding with Dr. Olga Kampaxi, and many others.

Our recent training workshop participants list includes SSGC, OGDCL, KESC, KAPCO, Pak-Arab Refinery Limited (PARCO), Oil and Gas Development Limited (OGDCL), Total Atlas Lubricants Pakistan (Pvt) Limited, Shell Pakistan Limited, Byco Petroleum Pakistan Limited, National Refinery Limited (NRL), Pak Arab Refinery Company Limited, Pakistan Petroleum Limited, BOC Pakistan Limited, BP Pakistan Exploration and Production Inc, Attock Refinery Limited (ARL), Pakistan Security Printing Corporation, State Bank, National Bank, MCB Bank, RBS, HSBC Bank, Allied Bank, NIB Bank, Mobilink, Ufone, Zong, Wateen Telecom, Telenor, Siemens, Haleeb Foods, National Foods, Cadbury, Getz Pharma, Sanofi Aventis, Novartis Pharma, GSK, PharmEvo, Macter Pharma, Sight Savers, Syngenta, Engro Corp, Coca Cola Beverages, CDC, HUBCO, and Aga Khan University et al.

Send your cheque in favor of "Terrabiz" to **Murad Hassan**

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