

September 21, 2017

Karachi Marriott Hotel | 9:00 am to 5:00 pm

## ESSENTIALS FOR SUCCESSFUL TIME & PRODUCTIVITY MANAGEMENT

by **Ahsan S. Razzaq** - Managing Director, STCI



Ahsan S. Razzaq possesses over 23 years of work experience in Supply Chain Management from companies like Procter & Gamble, Henkel, and Olayan Group in Pakistan and GCC. During his tenure at Olayan Group, his responsibilities included providing supply chain operational excellence support, centrally purchasing commonly purchased non-productive items, dealing with key customers for FMCG

sectors and supporting implementation of Quality, Health & Safety and Environment (QHSE) management systems for all Olayan group operating companies. Prior to joining Olayan, Ahsan held the following positions of Planning & Purchasing Director, Riyadh, Saudi Arabia, for Henkel Saudi Arabia, and several supply chain position with Procter & Gamble (P&G) in Pakistan and Saudi Arabia. Ahsan studied Mechanical Engineering at Kansas State University, Kansas, USA and completed his Bachelor's Degree in 1992 and Master's degree in 1993. Ahsan is also certified auditor for Quality Management System (ISO 9001), Occupational Health & Safety Management System (ISO 18001) and Environmental Management System (ISO 14001).

It is imperative for being successful at work and in your personal life to be able to manage your time! It requires understanding of what you should be doing and at what time. It is simply about "Doing the right things right the first time"

You can only be successful at work and in your personal life if you are effective and efficient both and not one or the other! Specifically, you succeed by

1. Knowing your goals,
2. Selecting your goals,
3. Prioritizing your goals,
4. Planning to deliver the goals,
5. Eliminating time wasting activities,
6. Making use of technology and
7. Delegating effectively

**Time & Productivity management skills is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities.**

### Past Participating Companies in Ahsan Razzak's Workshops

- B. Braun Pakistan (Pvt) Limited
- Descon Engineering Limited
- Engro Polymer & Chemicals Ltd
- Fatima Group
- Jaffer Agro Services (Pvt) Ltd.
- Macter International Limited
- Nestlé Pakistan Limited
- Packages Limited
- Pakistan Petroleum Limited
- Shabbir Tiles & Ceramics Limited
- Telenor Pakistan
- The Searle Company Limited
- Total Oil Pakistan (Pvt) Limited

### Training Objectives:

- To define time management
- To define how to be effective
- To define how to be efficient
- To provide techniques to be efficient

### Practical Aspects:

- Time Wasters Activity extended to Gap Analysis to eliminate
- Making weekly priority sheets; Using urgency/ importance model
- Use of Outlook/Lotus Notes for Priority Setting and Scheduling
- Use of Suspense Folders

### Tools Provided:

- Weekly priority sheets in three different format to suit individuals
- Formats for making SWOT and TOWS analysis
- Format for Urgency and Importance models
- Extremely Effective Formats for Meeting Agenda and Minutes
- Suspense Folder

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