

WIN WITH TIME!®

Live & Use Every Moment 24 / 7

by Shireen Naqvi

1 Day Workshop: 23rd Nov 2017

Time: 10:00 a.m. – 4:30 p.m.



Course Objective

Understand and utilize tools and concepts that will practically impact improved time and self-management.

Course Overview

80% of our time gets taken up by tasks, expectations and obligations that others impose on us. The remaining 20% is never enough to fulfill our own commitments, leading to stretch hours, irregular schedules & piled up work. This results in too little time for self and family, which further causes stress. Learning the knack of what it takes to handle time allows us to plan not only our day, week and month, but our future.

We can equip ourselves to take on bigger challenges and focus on setting and achieving personal and professional goals. Being better organized allows for greater goal realization, contribution and a sense of fulfillment.

Methodology

- Analysis of current time-status and consequences.
- Discussion on time management techniques.
- Exercises to identify strengths and areas of improvement in self-management.

Expected Outcome

- Manage self to manage time
- Causes and consequences: Who has the control?
- Long-term goals determine short-term actions
- Chronological and purpose orientation
- What hinders effective time management?
- Causes of time wasters and solutions
- Prioritize, commit and live it!
- Expand time through delegation
- Managing stress at productive levels

Target Audience

- Junior managers who wish to learn the skill of managing themselves better against time.
- Trainees, who have recently begun their career, will also benefit from this workshop.

Facilitator's Profile



A Senior Consultant at Carnelian, Shireen Naqvi has been gifted with the ability to connect with people from diverse cultural backgrounds and social strata. She is regularly invited by clients across Pakistan for challenging assignments, where her exposure to multi-cultural audiences has helped build her deep

understanding of the human psyche. Holding an MBA from the Institute of Business Administration, her focus areas include Personal Development and Visionary Leadership. She excels in the field of Emotional Intelligence and aims to use her fresh and challenging business paradigm to build endurance in organizations. She has conducted a variety of management development programs, covering Training of Trainers, Interpersonal Communication, Team Building and Team Working, Customer Service, Presentation Skills, Conflict Management, and Project Planning and Design



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Royal Rodale Club, Phase V,
DHA, Karachi

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Workshop Venue: Royal Rodale Club, Phase V, DHA, Karachi



Management Association of Pakistan

REGISTRATION FORM

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ADMINISTRATIVE INFORMATION

MODE OF PAYMENT

Cash/Cheque No. _____

Dated _____

Amount _____

Registration Fee*	Early Bird Fee (Register by) 09 th November 2017	Regular Fee (Register after) 09 th November 2017
MAP Institutional Member	Rs. 11,900/-	Rs. 13,500/-
For two or more Institutional member nominations	Rs. 10,900/-	Rs. 12,500/-
MAP Individual Member	Rs. 9,500/-	Rs. 11,000/-
Student Member	Rs. 5,000/-	Rs. 5,500/-
Non-Member	Rs. 15,000/-	Rs. 16,000/-

*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

Registration:

- Registration to be confirmed only on receipt of cheque in advance
- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
 - Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
 - Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

For Direct Transfer:

- Acct Title : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
- Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:
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