

Training Redefined. Bridging Experience to Vision.

EXPERIENCE EXECUTIVE EDUCATION



Leadership and Ideas for Tomorrow





About Institute of Business Administration (IBA), Karachi

IBA is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the world-famous Wharton School of Finance, University of Pennsylvania; later, the University of Southern California set up various facilities at the Institute and several prominent American professors were assigned to the IBA Faculty.

Till 1994, the University of Karachi awarded degrees to the graduates. In that year, the Sindh Assembly elevated the Institute's status to that of a degree-awarding institution. IBA Currently offers degree programs in Business Administration, Social Sciences, Economics, Mathematics, and Accounting & Finance. At the start of the 21st century, in 2002, all undergraduate programs were upgraded to four-year degree programs. In the same year, Centre for Executive Education (CEE) was established.



About Center for Executive Education (CEE)

The Center for Executive Education was incepted in 2004 with the vision to provide opportunities to executives working at different echelons of organizations. To enhance their careers by gaining knowledge and insight into top-of-the-line management techniques as well as technologies. Executive Education Programs consist of various training courses and workshops that are organized and conducted by distinguished IBA faculty members as well as leading Industry Professionals. Besides open enrollment programs, the Center also delivers client specific training/Programs to organizations on as per request, with regard to their unique and distinct prerequisites. Organizations that have benefited from the Executive Education Program include private firms, small business corporations, multinational and transnational corporations, government departments, defense and public sector organizations.



Major Milestones

2018	Collaboration with Karachi Chamber of Commerce and Industry (KCCI) for Family Managed Business Programs
	Collaboration with Huddersfield University for Healthcare Management Programs
2017	Strategic Partnership with Bank Alfalah Limited
	Certificate & Diploma Programs on Leadership & Tax Management for Sindh Revenue Board
	Partnership with the Institute of Directors (IoD), UK for Governance Programs
	Four Month Capacity Building weekend Diploma Programs
	Offered Pakistan's first Women Directors' Training Program
	Diploma in Business Administration (1 Year) - Batch 5 - Customized DBA For Atlas Group of Companies
2016	Collaboration with University of Cambridge for English as Medium of Instruction (EMI)
	PGD-SCM listed on Institute for Supply Management (ISM), USA
	Training of 'Clerks of Parliament' of Senate of Pakistan & Pakistan Institute of Parliamentary Services (PIPS)
	Hosted First Convocation of PGD Programs
	Collaboration with Institute of Financial Markets of Pakisran (IFMP)
A	Collaboration with Higher Education Commission for Tertiary Education Support Program (TESP)
	Collaboration with Liaqat National Hospital, Karachi
2015	Post-Graduate Diploma (1 Year) Program in Supply Chain Management (SCM) Launched
2013	Post-Graduate Diploma (1 Year) Program in Human Resource Management (HRM) Launched
	Post-Graduate Diploma Programs Launched in Supply Chain Management, Healthcare Management, Project Management & Human Resource Management
	Diploma in Business Administration (1 Year) - Batch 4 - Customized DBA For Atlas Group of Companies
	Collaboration with Indus Hospital, Karachi
2014	Healthcare Management Programs started
	Membership of American Institute of Healthcare Quality (AIHQ)
2013	Skill Development Programs (Extended Offerings - Client Specific and Open Enrollement Programs)
	Collaboration with International Commission on Workforce Development (ICWFD)
	Collaboration with Securities & Exchange Commission of Pakistan (SECP)
	Diploma in Business Administration (1 Year) - Batch 3 - Customized DBA For Atlas Group Companies

2012	Collaboration with SPJIMR, Mumbai for Family Business Programs
	Collaboration with Indian School of Business (ISB) for Global Executive Education Programs
	Collaboration with Robert H. Smith School of Business at the University of Maryland for Global Executive Education Programs
	Collaboration with Agri-Support Fund - USAID
	Collaboration with Sajjad Foundation, Singapore (First Workshop on Entrepreneurial Leadership with Prof. Patrick Turner, INSEAD
	Registered Education Provider (REP), PMI, USA
	Program Excellence Network (PEN) Member, AHRD, USA
2011	First Program on Islamic Finance offered via Top Global Faculty
	Collaboration with Small and Medium Enterprises Development Authority (SMEDA)
	Collaboration with National Institute of Banking and Finance (NIBAF)
	Collaboration with JCR-VIS Credit Rating Co. Ltd.
	Joint Conference on Entrepreneurship: Revitilizing the Economy with INSEAD Alumni Association of Pakistan
	First Open Enrolment Program on Leadership
	Diploma in Business Administration (1 Year) - Batch 2 - Customized DBA For Atlas Group of Companies
	Certificate in Business Administration (2 Year) - Batch 2 of Sanofi Pakistan
	Diploma in Business Administration (1 Year) - Batch 1 - Custom DBA For Atlas Group of Companies
2010	Certificate in Business Administration (2 Year) - Batch 1 of Sanofi Pakistan
2010	Corporate Governance Programs with Pakistan Institute of Corporate Governance (PICG)
	First Program with Foreign Faculty on Global Risk Management by Mr. Ronald Schramm, CEO China Macro Finance & Prof. Columbia University New Yor
2009	Open Enrolment Programs started
	EMBA Public Sector Organizations Launched
	EMBA Corporate Managers Launched
	First Open Enrolment Workshop on Activity Based Costing
2005-08	Capacity Building Programs & Certificate in Business Administration for Public Sector Organizations
2004	Skill Development Programs merged to IBA CEE
	Center for Executive Education (CEE) established at IBA, Karachi

This one of a kind practical learning program not only provided me with an opportunity to learn about the latest global business and technological trends in Pharma, but it also tied them to the current realities of Pharma in Pakistan. The carefully chosen case studies added a lot of flavour and the interactive group exercise brought the theoretical realities to practice. Pharma leaders across Pakistan must add this course to their training plans.

Samir Saleem, Lead - Digital Initiatives, Novartis Pharma (Pakistan) Limited



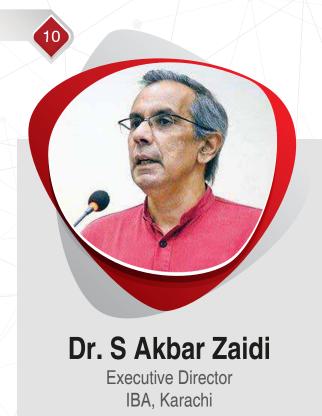












Welcome to the Center for Executive Education (CEE) at IBA, Karachi!

The IBA has evolved exceedingly well from being Pakistan's premier Business School for a number of decades, now to an institution which offers degrees in Accounting and Finance, Economics and Mathematics, Computer Science, Social Science and Liberal Arts, Journalism, and hopefully soon in Law.

In the most recent Placement Survey conducted by the IBA to assess where our students are a few months after graduation, we found that 67 percent of our graduating class of 2019 had already found employment, while 7 percent of this class, as many as 17 students, were pursuing higher education. Perhaps the most encouraging sign from this data was, that of the 17 students undertaking higher education, the majority were our women graduates. My ambition, intention and hope is to make the IBA one of the leading centres of learning, education and creative intellectual endeavor in the region.

I believe institutions of learning are judged and evaluated on the basis of their teachers and their graduating students. For this, academics and the Faculty need to be the priority for the IBA over the next few years where we can provide our students the best education they can possibly receive. IBA students are quite driven, eager to learn, and quality teachers can provide them the education which they demand and require, whether to be able to compete in the marketplace or to continue their intellectual quest for higher learning.

I hope to make the IBA an institution where we can attract the best possible teachers and help in building skills and support Faculty who are already at the IBA. By emphasising training and exchange programs for Faculty, by building institutional linkages with leading universities in the region and in the world, and by giving incentives and encouragement to research, I feel that we can attract exceptional scholars and teachers. I also want more academic and intellectual engagement between IBA Faculty members and students and scholars and academics from within Pakistan and abroad, and hope to announce a number of initiatives which bring in such scholars to the IBA in each Department, for lectures, symposia and to run short seminar series.

Greetings from Centre for Executive Education at IBA, Karachi!

In recent times, we have seen pandemics and business crises which ask for adaptability and agility. 'Learning at high pace' is a need and a gift that these scenarios have taught us along with the motto of 'world class starts where your comfort zone ends'. Shifting to learning organizations and building high performing individuals is what these situations and our businesses need. This is where we step in and we especially focus on building these traits not only in our client-specific programs but also in open enrolment programs.

We continue to update our program portfolio and design new programs based on inputs from industry and academia, thus ensuring that each program that we deliver should be relevant, applicable, and based on evidence-based management concepts. To do this, we continuously collaborate with academic institutes and professional bodies of high repute ranging from Public and Corporate sectors as well as Family Businesses.

Over the years IBA-CEE has developed a body of reputable faculty members, facilitators, and field experts. Most notable additions are of the technology layer in our programs that ranges from digitalization of businesses and sectoral analytics and use of advanced pedagogical tools such as renowned on-table and computer-based simulations. With this quality readiness, we sincerely hope to shape the future full of optimism, possibilities, competence, energy and vibrant colors.



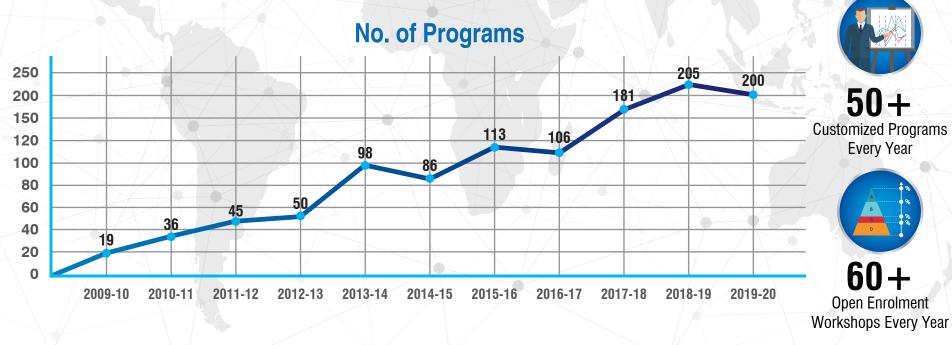
Dr. Rameez KhalidDirector Center for Executive Education
& Assistant Professor at IBA Karachi

Programs at CEE

Programs at CEE are designed for Senior executives and high-potential managers from around the country. Intensive one-day to several day courses focused on a particular area of interest are offered. Our portfolio of non-degree, executive education and management programs provide business professionals with targeted and flexible means to advance towards their career development goals and position their organizations for future growth.









Affiliations/Partners – IBA CEE

































































Training of Clerks' of Parliament

In collaboration with Senate of Pakistan & Pakistan Institute of Parliamentary Services (PIPS)

CEE, IBA, Karachi is pleased to be part of a first of its kind initiative in Pakistan with Senate of Pakistan & Pakistan Institute of Parliamentary Services (PIPS).

In the first phase of this initiative, IBA inducted, tested and recruited Clerks of Parliament. This process of induction was hosted by IBA Testing Department.



In the second phase, the Center for Executive Education IBA, initiated a comprehensive six-week training program for the 23 Clerks of Parliament. The training program was hosted at Pakistan Institute of Parliamentary Services (PIPS) in Islamabad. The inducted clerks hold MPhil, MBA & MS in varied subjects from International Relations, Social Sciences to Business Management and others. The inducted clerks were representing all provinces of Pakistan. This six-week comprehensive training program covered the following topics:

- 1. Personal Development
- 2. Constitutional Development: History, Development and Role of Parliament in Safeguarding the Constitution
- 3. Parliamentary Practices: Comparative Analysis
- 4. Functioning of Federal Government and functioning of Senate
- 5. Legislation in Pakistan
- 6. Innovation in Research
- 7. Conflict Resolution and Negotiation Skills
- 8. Financial Management
- 9. Personal Development
- 10. Drafting for Senate



Programs for Public Sector Institutes



- FBR
 - EMBA / Leadership



- Senate of Pakistan
 - Leadership/ Drafting /
 Constitution of Pakistan /
 Legal frameworks



- Govt. of Sindh
 - Leadership / Project Management / Negotiations (community level)



- Govt. of Baluchistan
 - Leadership / Project Management



- Sindh Coastal Development Authority
 - Project Management / Negotiations (community level)



- HBFCL
 - Change Management & Leadership



- Pakistan Customs
 - Leadership & Negotiations Skills



- different programs



- Punjab Education Foundation
 - Project Management



- Higher Education Commission of Pakistan
 - Leadership/Finance/Strategy and others



- National Institute of Banking & Finance
 - Leadership / Communication



- State Bank of Pakistan
 - Leadership / Communication



- Banking Services Corporation
 - SBP Leadership / Communication
- Pakistan Petroleum Limited
 - Negotiations and Communication



- Pakistan Refinery Limited
 - Leadership



Past Clients

Directors' Training Program













Leadership, Change Management &/or Strategy























Certificate in Business Excellence



2 year program with 16 courses

Post-Graduate Diploma in Business Administration



Residential program spread over 1 year with 12 courses and 1 live project

Negotiations & Conflict Resolution Skills

















Written & Verbal Communication Skills













Strategic Selling Techniques













Building Strong Pharma Brands

SEARLE

Supply Chain Management









Project Management

















Overview

Directors of listed companies are required to have the certification of Directors' Training Program (DTP) under Code of Corporate Governance issued by the Securities and Exchange of Pakistan (SECP).

Boardroom best practice is constantly evolving. Certain industries have specific regulatory and knowledge requirements. This program provides guidance on targeted areas to ensure that directors of listed companies with specific requirements remain up to date. This program is extensively prepared by subject matter experts and is designed to keep directors of listed companies abreast of leading trends and practices that promote good governance, protect competitive advantages and prepare for regulatory change.

The program consists of two modules covering the essential regulatory knowledge requirements and broad subject matter awareness expected of directors of listed companies with local and global best practices.

In the past CEE hosted the customized Directors' Training programs for the following boards:

















Programs with Institute of Directors IOD, UK

The Institute of Directors (IoD) has accepted a partnership with the Center for Executive Education to deliver a series of development programs that supplement the mandatory Directors' Training Program (DTP) offered by CEE IBA.

Under this partnership IoD, UK and CEE, IBA, are committed to establishing good quality trainings to ensure that all directors who enroll in the programs are equipped with the knowledge, skill and experience to discharge their duties effectively within leadership positions.

The IoD is the only institute in the world to offer internationally recognized qualifications designed by directors for directors under Royal Charter. IoD qualifications provide development specific to the core competencies required of senior leaders, directors and aspiring directors. The IoD Certificate in 'Company Direction' is the first stage towards achieving 'Chartered Director' status.

This strong, collaborative relationship between IoD, UK with CEE IBA will effectively support current and future participants in Pakistan. All delegates on these programs gain exposure to leading thinkers and practitioners, allowing them a unique opportunity to develop their capability and deliver real value to their business.

This collaboration includes:

Certificate in Company Direction Programmes for the Boards in Pakistan:

Hosted by CEE IBA in Karachi and led by IoD UK tutors.

- Award in Role of the Director and the Board (Examination)
- Leadership for Directors (2 day IoD led training module)
- Strategy for Directors (3 day IoD led training module)
- Finance for Non-Financial Directors (2 day IoD led training module)

Customized Programs for the Boards in Pakistan:

All Certificate programs are available to individual organizations. This will be arranged with CEE IBA and delivered by IoD UK tutors at the location of their choice.

Stage 3: Chartered Director

Stage 2: Diploma in Company Direction

Stage 1: Certificate in Company Direction

IoD Examinations for Certificate in Company Direction

All Certified Directors by IBA CEE will be eligible to take the online exam to obtain the award in role of the director and the board with IoD, UK. Successful completion of this exam will contribute to the overall Certificate in Company Direction (subject to completion of all Certificate modules set out in the requirements by IoD, UK), which is internationally recognized as the benchmark for directors, providing a robust and challenging qualification which meets the needs of today's Board members. The participants enrolled for the exams will have access to IoD's Online Learning Zone & Practice Exam questions to supplement the CEE IBA mandatory DTP.

Executive Coaching

Executive coaching provides directors and senior leaders with confidential, personal and professional support to achieve their full potential, with a focus on their immediate and future goals. It is a partnership between the executive coach and the coachee.

All Director Qualifications awarded under Royal Charter

About the Institute of Directors, United Kingdom

The Institute of Directors (IoD) was founded in 1903 and obtained a Royal Charter in 1906. The IoD is a not-for-profit, non-party-political membership organisation which represents individual business leaders from all sectors and industries. The IoD currently has some 30,000 members in the UK, with significant numbers of overseas members and strong relationships with other institutes around the world.

The primary aim of the IoD is to actively promote best practice and professionalism within and beyond the boardroom. With over a century's worth of experience working with current and aspirational directors, the IoD has a unique understanding of how to transform high performing managers into effective business leaders. Details: http://cee.iba.edu.pk/iod.php





Directors' Training Program

OVERVIEW

The dawn of 21st century coincided with the Enron scandal, and produced far reaching ripples in the commercial arena. Subsequent surfacing of Worldcom and Omnimedia scandals further shook the belief in compliance robustness of capitalistic institutions of the developed economies. New efforts evolved globally to strengthen the "Governance Processes" in the post Enron commercial world.

Pakistan was among the nations to introduce formal corporate governance compliances at an early stage. The listed companies and public sector companies are subject to Corporate Governance oversight; and not-for-profit institutions will soon follow. Directors of listed companies and public sector companies are required to secure formal certification in the form of Directors' Training Program (DTP).

The Director Training Program offered by Center for Executive Education (CEE), IBA, Karachi, is approved by the Securities & Exchange Commission of Pakistan (SECP).

Certain industries have specific regulatory and knowledge requirements. This program provides guidance on targeted areas to ensure that Directors of listed companies with specific requirements remain up to date.

Boardroom best practice is constantly evolving. This program is extensively prepared by subject matter experts and is designed to keep Directors of listed companies abreast of leading trends and practices that promote good governance, protect competitive advantages, and prepare for regulatory change.

The program consists of two modules covering the essential regulatory knowledge requirements and broad subject matter awareness expected of Directors of listed companies with local and global best practices.

Who should attend?

Board Members, CxOs, Functional Heads and those interested in the subject

Faculty

Leading Faculty and Industry Practitioners







With an objective to offer Global programs in Pakistan, CEE offers programs for CXOs and Business Unit Heads in joint collaboration with globally top ranked B-Schools. In the last few years CEE offered seven programs in Karachi on Leadership & Strategy with Prof. Clive Rubery from London Business School and Prof. Shailendra Raj Mehta, Vice Chancellor, Ahmedabad University, both visiting faculty at the Indian School of Business.

The following customized programs are available:

Leadership Skills for Top Management
Strategic Thinking & Execution for the Top Management







Family Managed Business

TESTIMONAIL

After attending these workshops in IBA during last 8-9 months I used to ask myself, it does not sound good if ignore the warning signs. Real life examples are available on any argument, query, disagreement etc. I will recommend this series to all family businessmen and members of their families. Normally in family business management positions are inherited, whereas management is a responsibility and discipline, I hope after attending these workshops, Family Members will be in a position to differentiate Ownership, Business and Management. The faculty was Superb & Admirable.

Since 2012, the Center for Executive Education has hosted more than 30 workshops in Lahore & Karachi and over 50 seminars in Karachi, Lahore, Islamabad, Gujrat, Gujranwala, Sialkot, Faisalabad and Multan. These workshops were conducted by Prof. Parimal Merchant, Global Director Family Managed Business, SP Jain School of Global Management.

CEE has also hosted programs for leading communities and associations including Bohra & Khoja Community, Delhi Saudagran Youth Forum, Gujranwala Business Council, JIBA, Karachi Chapter, Lahore Chamber of Commerce & Industry, Pakistan Gems & Jewellery Development Company (PGJDC), Entrepreneurs Organization (EO) Pakistan, Small and Medium Enterprise Development Authority (SMEDA) and Pakistan Association of Automotive Parts

The programs are offered at two different levels:

- 1. Series of 10 workshops spread over 1 year for the family business owners and families
- 2. Four month weekend Diploma in Family Managed Business for the next generation for the business.

Importance of Family Managed Business

In most economies, family businesses account for two thirds of businesses with an estimated 70 to 90% contribution to Global GDP (Family First Institute) of these 33% of the Fortune Global 500 are linked to family managed businesses (Deloitte). Family businesses create 50 to 80% jobs worldwide. With contributions to national income, growth and employment, family businesses truly serve as the bedrock of any economy. In addition family businesses the world over have a significant share in philanthropic efforts. There are over 50,000 family businesses operating in Pakistan (Center for International Private Enterprise). This excludes small roadside businesses in the country. And over 80% of companies listed on the Pakistan Stock Exchange are in same way related to a family businesse.



For the Family Business

In this epoch of great changes family businesses and businessmen are in crisis. It is not that all changes are bad. Rather what is disturbing is that we do know how to behave in front of them.

We can see opportunity as well as threats in the changes.

Everybody says that we have to gear up, to change our mindset.

The million dollar question is how?

It is here that education can play a key role. The ten workshop series covers the following questions:

S.No.	Series of 10 workshops	S.No.	Series of 10 workshops
1.	What is the job of top management? Balancing between 'today' and 'tomorrow'.	6.	How to manage operations differently? Different kinds of task and different measures of time.
2.	How to decide on the priorities? Differentiating between opportunities and problems	7.	What value we are creating and for whom? Identify the value, communicate and get rewarded for that.
3.	Where to focus on business? Identifying areas that 'matter' and the areas to be 'abandoned'.	8.	How to manage money? Understanding finance and costs.
4.	How to strengthen our business model? Understanding who will contribute to our success and why will they do so.	9.	What goes in making a 'better' business? The role of strategy and the options we have.
5.	How to manage people? Different people need different treatment.	10.	How to get ready for 'tomorrow'? The role and process of business plan and innovation.

For the Next Generation

CEE offers a four month weekend program for the next Generation of the family business in Pakistan. The theme of this program is:

- Significance of family business governance and dynamics of family communication and trust creation
- Challenges FMB face and response strategies
- Reviving the spirit of entrepreneurship
- Managing non family talent
- Succession planning, wealth management, capital allocation, and professionalization in family managed business (FMB)

Topics Covered

The Diploma covers family dynamics, management and soft skills within the following modules:

- Family dynamics
- Family business governance
- Accounting
- Basics of Finance
- Operations Management

- People management
- Wealth Management
- Women in family business
- Marketing
- Entrepreneurship



There are statistics available to prove that healthcare status and its delivery in Pakistan is a century behind from that of the industrial world. In 2015, CEE IBA started offering programs for Healthcare Sector with the vision to bring improvement. The vision us to bring about betterment to the situation by capacity building within the healthcare management. It launched a Post-graduate diploma (PGD) program in Healthcare Management (focused to Hospital Management). The decision to launch this program was in view of expansion of local hospitals, with new ones being built and existing ones with untrained professionals. Stakeholders who were looking for well-trained professionals for the management of hospitals and to have a cutting edge in the market. CEE offers open enrolment and customized programs for healthcare sector.





In January 2015, CEE-IBA launched three post-graduate diploma programs designed to develop highly skilled practitioners with an in-depth understanding of strategic, tactical and operational issues. Each PGD is spread over a span of 1 year, with 12 courses, a live project and practicum. These programs will help bridge the competency gap in Pakistan and help enhance the professionalism of those involved in the industry. The curriculum design is based on several years of research through various stakeholder surveys and focus groups. Each program is devised to develop critical thinking among participants and give them practical application of knowledge. The following five PGDs are offered:

- 1) Supply Chain Management
- 2) Human Resource Management
- 3) Healthcare Management (Focused to Hospital Management)
- 4) Project Management
- 5) Business Administration (Client-Specific)





Eligibility Criteria

- 16 years education with three years' post qualification work experience or
- 14 years education with six years' post qualification work experience

In any subject from HEC recognized university

Learning Outcomes

- Students will be able to equip with a wide range of global business concepts, allowing them to achieve in-depth understanding of the fast developing field.
- Students will learn procedures, concepts and theories associated to practical issues in modern organizations to become a responsible manager.
- Students will also learn to manage change within an organization and will be able to demonstrate the best ways to manage teams and workplace.
- Bridging the competency gap and to enhance the professionalism of those involved in the industry.
- Combination of academic theory with practice.
- Equip them to run respective functions efficiently in local and global environment.





In 2017, the Center for Executive Education introduced four-month specialized Diploma Programs in different areas of specialized skills in different management functions. These program will:

- Prepare competent managers who are able to manage functions in different emerging areas of management.
- Bridge the competency gap and to enhance the professionalism of those involved in the industry.
- Transform academic theories into practice.
- Equip the professionals with changing relevance of body of knowledge and sets of skills.

The following four Specialized Diplomas are offered:

- Diploma in Accounting, Finance & Law
- Diploma in Family Managed Business
- Diploma in Strategic Marketing
- Diploma in Capital Markets [in collaboration with Institute of Financial Markets of Pakistan (IFMP)]

Objectives

- To develop highly skilled practitioners with an in-depth understanding of strategic, tactical and operational issues due to disruptive dynamism.
- To familiarize the participants with the best practices in the industry (both local and international).
- To cultivate visionary anticipation skills required for successful management.
- To impart study techniques that will help prepare participants for the international certificate examinations, when applied.
- To acquire tools of Leadership, Problem Solving & Decision Making.
- To establish cost of leadership.

Salient Features

- Taught by Leading Academicians and Industry Practitioners
- Soft skill courses integrated with the program
- Case study & experiential blended learning
- Simulations
- Guest speaker sessions
- Directly mappable to job requirement including latest tools & concepts followed by industries

Who should apply?

- Managerial level executives wanting to enhance their skills in the relevant management area.
- Those who are engaged in the specific areas of management.
- Anyone who opts for mid-career shift.

Eligibility Criteria

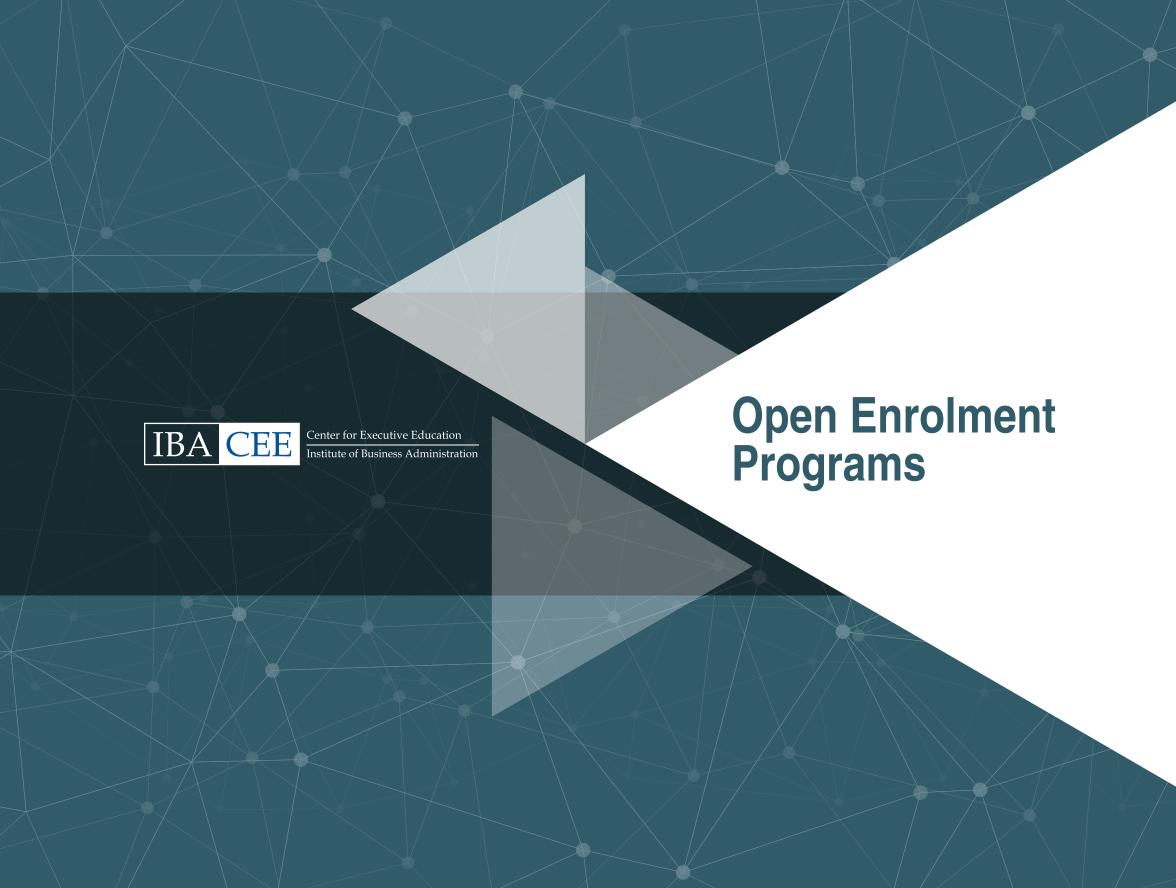
For Diploma in Accounting, Finance and Law, Diploma in Capital Market & Diploma in Strategic Marketing:

- A bachelor's degree from HEC recognized educational institution in any area of study.
- An adequate post qualification work experience.

For Diploma in Family Managed Business:

- Family Business Members
- Employees working for business

Details: http://cee.iba.edu.pk/diplomaprograms.php



These workshops bring together individuals and teams from multiple organizations to learn from each other. These workshops are announced through training calendar on different emerging themes including but not limited to:

- Governance (Corporate and Public Sector)
- Leadership
- Strategy, Innovation & Change Management
- Family Business Management
- Healthcare Management
- Supply Chain Management
- Human Resource Management
- Financial Management
- Legal & Law
- Quality Management
- Information Technology
- Project Management
- Communication







ABOUT SDP

Skills Development Program (previously called as Business English & Skills Development Program) at the Center for Executive Education has been providing language and academic proficiency courses for more than two decade. Business English Program started at the instance of US AID in the year 1989-1990 for 16 and 17 grade officers who wanted to avail the scholarships which otherwise went un-utilized. The maximum amount of scholarships was availed by the candidates who prepared at the IBA to get the required scores in GRE and TOEFL.

Afterwards, the Russian government wished to give (which?) exposure to their employees and thus sent their employees to IBA to learn English language. Later, the Russian Government wanted to give exposure to their employees, therefore, they were sent to this program to learn the English Language. Immediately after that, the department started catering to under graduate Pakistani students to develop and enhance their skills in English, Math and General Knowledge.

The Business English Program commenced in the year 1998 and has proved to be a sought after program by professionals in the Junior & Middle Executive cadre.

In 2013, the department with its new name enhanced its offering and conducted several new courses. These programs are skills based and targeted towards executives, professionals, business owners, academicians and students working in various work spheres to enhance their analytical and technical skills set

OBJECTIVES

The objectives of Skills Development are as follows:

- Build skills & competencies
- Provide targeted development solutions for the most frequently identified areas where development is needed
- Design & deliver readily applicable courses
- Increase the skill level and employability of participants
- Ease the step up from junior roles to taking charge of a unit.
- Capacity building of School leaders & Teachers





ENGLISH LANGUAGE & COMMUNICATION

Business Writing Skills
Corporate Speaking Skills
Effective Public Speaking
Grammar for Professionals
Interactive English
Optimizing your Presentation Skills
Power Talking
Successful Business Communication

MICROSOFT EXCEL

Basics of Excel
Advanced Excel
Dashboard Reporting
Power Pivot
Power Query
Power BI (Business Intelligence)
EXCEL for Data Analyst

BUSINESS MANAGEMENT

Decision Making
How to Connect? Networking
Interpersonal Skills
Learn about Business
Marketing Mix Fundamentals
Personal Management for Success
The 7 Figure Income Sales Process

SAP ERP FINANCIALS

Basics of Accounting Information System in ERP Environment SAP ERP Financials
Human Capital Management for SAP ERP

ENGLISH LANGUAGE & COMMUNICATION

Business Writing Skills
Corporate Speaking Skills
Effective Public Speaking
Grammar for Professionals
Interactive English
Optimizing your Presentation Skills
Power Talking
Successful Business Communication

FINANCE & ACCOUNTING

Accounting Fundamentals for Decision Making Analysis of Financial Statements Business Analysis and Valuation Finance Boot Camp Financial Management Marketing Financial Services

E-BUSINESS

Business Productivity using Cloud Application
Cloud Computing Application
Digital Marketing
E-Commerce for Small Business
Online Retail Marketing
Search Engine Optimization

TEACHERS'CAPACITY BUILDING

Building Emotional Intelligence & Optimism ESL Teacher's Capacity Building Program Skill Development of Teachers

IELTS

Graphic Designing







CUSTOMIZED COURSES:

Client: Sindh Engro Coal Mining Company Program: Certificate in Business Management

Dates: March-July 2017

Objective: Newly recruited Graduate Engineer of Tharparkar District to be trained in basic

management skills

Audience: Newly recruited Graduate Engineer of Tharparkar District

Program Plan: 2 semesters. 3 courses in each semester.

36 lecture hours + 1.5 hours term exam + 3 hours final examination

Training & Residential Venue: Islamkot, Tharparkar

Courses: Principles of Management | Principles of Finance | Principles of Accounting | Organizational Behaviour | Computer Applications | Essentials of Microeconomics & Macroeconomic

Client: Pakistan Petroleum Limited Asia E&P B.V. Irag branch

Program: English Language Proficiency & Communication Skills Program

Dates: June 22 – July 17, 2015

Objective: A Capacity-building program for 20 Field Managers from Iraq (Arabic Speaking) to improve the executives' English language skills in all areas i.e. Reading, Writing,

Listening, Speaking& Grammar.

Audience: 20 Field Managers from Iraq Program Plan: One month. 8 hours each day

Training & Residential Venue: Movenpick Hotel, Karachi

Client: Pakistan Petroleum Limited Asia E&P B.V. Iraq branch

Program: English Language Proficiency & Communication Skills Program

Dates: July 4-28, 2017

Objectives: A Capacity-building program for 28 Field Managers from Iraq (Arabic Speaking) to improve the executives' English language skills in all areas i.e. Reading, Writing,

Listening, Speaking& Grammar.

Audience: 28 Field Managers from Iraq Program Plan: One month. 8 hours each day

Training & Residential Venue: Movenpick Hotel, Karachi

Client: Aga Khan Education Services, Pakistan (AKES,P)
Program: SCHOOL LEADERSHIP DEVELOPMENT PROGRAM

Dates: February 8-26, 2016 (Batch 1)

Objectives: Capacity Building of 30 School Heads from Chitral & Gilgit Baltistan, to improve school leadership and teacher competencies to promote quality learning in all AKES, P

schools

Audience: 30 School Heads of AKES, P schools from Chitral & Gilgit Baltistan

Program Plan: 3 weeks. 8 hours per day

Training Venue: IBA Karachi

Modules

Value Chain Management

Marketing

School Administration & Facility Management

Human Resource Management

Total Quality Management

Managing School Finances

Data Management

Client: Aga Khan Education Services, Pakistan (AKES,P)
Program: SCHOOL LEADERSHIP DEVELOPMENT PROGRAM

Dates: November 7-25, 2016

Objective: Capacity Building of 30 School Heads from Punjab & Sindh, to improve school leadership and teacher competencies to promote quality learning in all AKES, P schools

Audience: 30 School Heads of AKES, P schools from Punjab & Sindh

Program Plan: 3 weeks. 8 hours per day

Training Venue: IBA Karachi





Modules

Value Chain Management

Marketing

School Administration & Facility Management

Human Resource Management

Total Quality Management

Managing School Finances

Data Management

Client: Government of Sind

Program: MS Excel

- Beginner to Intermediate
- Intermediate to Advance

Objective: Public Financial Management, Support Program for Pakistan, is a European Union funded technical assistance program for the Government of Sindh. The program is executed with the assistance of Oxford Policy Management (OPM).

Through this program various financial management reform activities have been undertaken. As part of this program, training in the use of MS Excel was conducted for staff/management of line departments of the Government.

As per understanding, IBA Karachi conducted the trainings for four (4) batches.

Plan: 5 batches of 20 persons each. 3 hours each day for 7 days

Dates:

Batch 1: Jan 25-Feb 3, 2016

Batch 2: Feb 8-17, 2016

Batch 3: Feb 18-Mar 2, 2016

Batch 4: Mar 7-16, 2016

Batch 5: Nov 29-Dec 8, 2016

Audience: 100Staff/management of line departments of the Government.

Client: Sindh Workers Welfare Board (Education Services) Program: SUCCESSFUL BUSINESS COMMUNICATION

Date: March 14-April 25, 2016

Audience: 10 Administrative Staff & Teachers of Sindh Workers Welfare Board (Education

Services)

Objective: This 50 hours training was designed for the Administrative Staff & Teachers of Sindh Workers Welfare Board (Education Services) to improve their communication skills.

TOPICS:

Letter Writing Conducting Meetings
Emails Clarity of Thoughts
Report Writing Negotiation Skills
Memo Presentation Skills

Minutes of Meetings

Interviews

Client: National institute of banking and finance (NIBAF), State bank of Pakistan

Program: WRITTEN COMMUNICATION

Dates of Pilot Training: December 2-4, 2015

Audience: 27 participants were from OG1 to OG 4 from various departments across the State Bank of Pakistan.

Plan: The 3 full days pilot training was designed and was conducted at the State Bank. The participants were from OG1 to OG 4 from various departments across the State Bank of Pakistan.

The course was designed with the mutual consultation of lead trainer, associated with the Institute of Business Administration (IBA) and head of the departments, HR officials at the State Bank and NIBAF officials.

Expectations were recorded at the Training Need Assessment (TNA), which was conducted on October 8th, 2015 by the three member team from IBA, comprising of lead trainer and CEE members.

Topics:

Structure of Effective Writing

Emails

Report Writing

Summarizing

Minutes of the Meeting

Notes Taking





Client: National institute of banking and finance (NIBAF), State Bank of Pakistan

Program: WRITTEN COMMUNICATION Dates of Batch 2: April 12-14 2-4, 2015

Audience: 28 participants were from OG1 to OG 4 from various departments across the

State Bank of Pakistan.

Plan: The 24 hours training was given to the employee of the State Bank. The participants were from OG1 to OG 4 from various departments across the State Bank of Pakistan.

Topics

Speed Reading

Writing on a Prompt

Grammar

Policy Briefs

Structure of Effective Writing

Email

Report Writing

Summarizing

Minutes

Notes Taking

Client: Sami pharmaceuticals Program: Marketing Excellence Plan: Four modules/courses Dates: March-September, 2015

Audience: 24 executives from SAMI's sales & marketing team

Objectives: This development program is designed to provide participants with learning opportunities induce new concepts in marketing and business development skills of product managers, group products managers and marketing managers.

(i) Communication Design

(ii) Market Research

(iii)Product Management

(iv)Branding Pharma Products

Client: Medisure

Program: Excellence in front line leadership for Medisure

Dates: April 10-12, 2015

Audience: 26 first line supervisors

Objective: The program was specifically designed for first line supervisors to develop their managerial and leadership skills. The trainer focused the workshop on teaching executives the Managers' responsibilities, Negotiation & Conflict Management, Leadership, Team

Dynamics & Personal grooming

Client: Standard Chartered Bank

Program: Successful Business Communication
Plan: 3 Months Friday & Saturday | 3 Hours / Day

Dates:8 Sep to 18 Nov, 2017 Audience: Mid – Senior Level

Objective: Develop their written & verbal communication to develop your sales

Client: Oxford University Press

Program: MS Excel Basic to Intermediate Plan: 4 Days program | 9am to 5 pm

Dates: Aug 16- 21, 2017 Audience: Mid Level

Objective: To improve technical skills

Client: Oxford University Press

Program: MS Excel Intermediate to Advanced

Plan:3 Days | 9am to 5 pm Dates: Aug 22- 24, 2017 Audience: Mid Level

Objective: To improve technical skills

Objective:







IBA Dispute Resolution Forum

The Institute of Business Administration (IBA) — Karachi through its Center for Executive Education (CEE) has launched the IBA Dispute Resolution Forum to promote mediation as an appropriate means of resolving conflicts, especially in the civil/commercial space. The IBA Dispute Resolution Forum will seek to implement non-court-based practices of dispute resolution and negotiation, by working on real-world conflicts, improving conflict intervention methods, providing education and training, writing, and disseminating dispute resolution techniques and practices.

Mediation: Need of the Hour

Mediation is an empowering and executive means of resolving disputes which can be used in many cases as an alternative to litigation. In mediation, the disputing parties work with a neutral third party i.e. the mediator, who facilitates the resolution by promoting voluntary agreement (or "self-determination") by the parties to the dispute.

The mediator does not decide the case or provide any judgments but simply supervises the exchange of information and the bargaining process between the parties to help them find common ground. The objective is to resolve the dispute timely and enable parties to move forward positively. A mediator facilitates communications, promotes understanding, focuses the parties on their interests, and seeks creative problem solving to enable the parties to reach their agreement. It is a flexible process that can be used to settle disputes in a whole range of situations such as:

- · Commercial and Civil Disputes
- Admiralty and Maritime Disputes
- Intellectual Property Disputes
- Consumer Disputes
- Family Disputes
- Inheritance Disputes
- Employment Disputes
- Rent Disputes
- Property Disputes

Services Offered by the IBA Dispute Resolution Forum

The IBA Dispute Resolution Forum provides a platform for expert mediators to provide mediation services to any person(s) seeking the resolution of disputes, whether they are pending in Court or otherwise. Simultaneously, the IBA will be engaging with various stakeholders in Pakistan to proliferate mediation and the use of mediation services such as:

- Mediation, conciliation, and arbitration for resolving commercial disputes
- R&D through industry-academia linkages
- Mediation, conciliation, and arbitration training
- Thought leadership for the development of alternative dispute resolution Internationa collaborations and industry forum membership.

The IBA Dispute Resolution Forum is spearheaded by the ADR Team at IBA. The ADR Team includes industry and domain area experts and comprises the following individuals:

- Navin Merchant (Convener)
- Nausheen Ahmed
- Barrister Altaf Qureshi
- Mohammad Sohaib Saleem (Focal Person)

For more information:

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OPERATIONAL EXCELLENCE FORUM (IBA-OEF)

Shaping business operations for excellence

Scope of Activities

We offer solutions & expert advice for your operations' improvement.

Areas of Interventions:

- 1. Providing Training & Consultancy
- 2. Using a bank of gap analysis tools and techniques e.g. Oliver Wight's Class-A, KPM3, PRI, SERVQUAL, SCRAM, C2S, CoQ, SSA, WAC, SCPM3 and LSC etc.
- 3. Consulting from various Perspectives /Hierarchies /Functions / Sectors (Industrial Sectors, Private & Public Sectors)
- 4. Revival of distressed business units.

A. Supply Chain Management

- 1. Complete Procurement Department Package
- 2. Sourcing Strategies' Deployment
- 3. Mentoring for New Product Design & Exports
- 4. Advising for Supply Chain Strategic Alignment
- 5. Warehousing Optimization
- 6. Warehouse's Layout & Operations Design
- 7. Distribution Centre Process Improvement
- 8. SCOR® Framework
- 9. Supply Chain Analytics (Demand Sales Integration)
- 10. Business Modeling & Simulations using Software
- 11. Advising on Technology for improved Tracking, Tracing & Operational Visibility

B. Operations Management

- 1. Production Planning and Control Techniques
- 2. Forecasting and Inventory Management
- 3. Applications of Operational Research
- 4. Facilities Layout & Planning
- 5. Witness® Modelling & Simulation
- 6. Automation in Production Processes
- 7. Work & Method Studies
- 8. Ergonomics' Assessments using Tools such as RULA & REBA

C. Project Evaluation and Management

- 1. Project Management Maturity and Tools
- 2. Techno-Commercial Project feasibilities & Business Rationalization
- 3. Project Feasibility Analysis
- 4. Primavera and MS Project® Deployment
- 5. PMO Deployment

D. Quality Management

- Total Quality Management TQM
- 2. Cost of Quality CoQ
- 3. Statistical Quality Control SQC
- 4. Reliability and Quality Engineering
- 5. Design of Experiments DOE
- 6. Six Sigma Methodology
- 7. Lean & Value Stream Mapping (VSM)
- 8. ISO Standards' Deployment

OEF Management Team

Faisal Jalal | Convener OEF

- Visiting Faculty, IBA
- Founder, Sinofeng Pakistan Private Limited (Pak-China JV) & surplus.com.pk
- CQSSBB, PE, SAP Certified Trainer, & Certified Supply Chain Specialist
- Management Consultant & Trainer
- Clients he worked with: USAID, Thal Engineering, KE, NBEAC, Agriauto Industries Limited, Tufail Group etc.

Ali Zulqarnain | Project Lead OEF

- Visiting Faculty, IBA
- Faculty Member, Industrial & Manufacturing Engg. Department NED-UET
- Certified & qualified Six Sigma Black Belt
- Clients he worked with: PPL, Agri Autos, Feroze1888, Hinopak, Agriauto Industries Limited etc.

Dr. Rameez Khalid | Focal Person OEF

- Faculty Member, Department of Management, IBA Karachi
- SECP-Certified Board Director, SPPRA-Certified Trainer, PMP, CQSSBB, OCP, PE
- Management Consultant & Trainer
- Clients he worked with: PPL, IITC-Hyundai, Al-Tuwairqi, Diamond Paints, SHCC, GoS, SEF, SSGC, 1Link, IBHM etc

For more information:

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Website: http://cee.iba.edu.pk/oef







IBA Summer School

The recurrent theme of IBA is to continuously expand its programs and sevices so as to provide education and skills to individuals who would like to obtain a degree, advance their career, or pursue personal enrichment. The IBA Summer School Program has been conceived with inspirations drawn from Summer Schools at Harvard, Stanford, Cambridge, UCLA, BU, LSE, Indian Bangalore Summer Programs, King's College, Kellogg, and Monash.

Currently IBA has been offering business and computer science courses every summer to individuals including existing students, both undergraduates and graduates. The IBA Summer School concept is to develop and sustain a wide range of beneficial and innovative academic and skill-development courses and programs for a diverse population of students and adults alike, so as to provide them with an oppurtunity to develop and enhance their academic, professional, and personal experience.

For Youth & Students

Students from high-school, college, university, undergraduate, and graduate programs, teachers, and adult learners from within and outside Pakistan will have the privilege of studying under experienced faculty/specialists.

Individuals who would like to obtain a certificate in a given subject can enroll in courses of their choice.

Students and adults wishing to improve and enhance their personal skills can choose a specialized course.

For Educators, Teachers & School leader

Faculty and Teacher can opt for faculty development courses that will develop and enhance their teaching techniques and pedagogy in the classroom.

For Supervisors

People who would like to progress in their career, or are embarking on a new career path can join courses that would facilitate them in their professional lives. Eminent and experienced personalities will be invited to IBA to conduct short courses, which will enable networking oppurtunities for students within and outside IBA.

Participants will get a chance to interact and network with a diverse group of people from all walks of life. They will also get an opportunity to meet faculty and students at IBA first hand in-person in a sociable and open environment.

IBA Summer School incorporates innovative techniques of scenario-based learning and gamified activities to deliver desired outcomes in a more focused manner.

Some of the micro training offered in IBA Summer School includes:

- Teachers Development Camp
- Transitional Managers Toolkit
- The Aurora
- Personal Grooming & Life Skills Funshop
- Conversational Skills
- English Pronunciation for Communication
- Writing & Speaking in English
- Writer's Craft
- Speakathon
- Using Storytelling as Instructional Method
- Using Role Play as a Teaching Strategy
- Content Writing & Blogging for Beginners
- Brain Training, Personality Assessment & Problem Solving Approach Through Data Analysis
- The Art of Counselling
- Research Methodology & SPSS
- Time Management
- Positive Attitude

For more information:

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