



# 2023 | JUNE & JULY ACTIVITY REPORT



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# CEE in Numbers

Workshops Conducted: **16**

Directors' Training Program: **02**

Other Activities & Events: **05**

Meetings: **17**

Total number of Participants: **251**

Locations: ***Karachi, Islamabad***

Total number of IBA Faculty Engaged: **04**

Total number of Non-IBA Faculty Engaged: **37**

Guest Speakers Invited: **07**

# 02 Workshops

## Managerial Communication Strategies for Success

**Date: June 1 & 2, 2023**

The Center for Executive Education (CEE), IBA hosted a workshop on Managerial Communication Strategies for Success.



The Managerial Communications Strategies workshop provides participants with the skills and guided practice necessary to master fundamental concepts in corporate communication and professional interactions. A special emphasis is placed on influencing action in the workplace by leading more effectively through well-organized and successfully executed business communication strategies; with relevant writing and presenting mechanics and developing a strong personal brand.

**Trainers: Nadia Sayeed**

**Participants: 29**

# Dynamics of Distribution and Logistics

**Date: June 21 & 23, 2023**

Center for Executive Education (CEE), IBA hosted a workshop on Dynamics of Distribution and Logistics.



The Dynamics of Distribution and Logistics workshop is designed to provide a comprehensive understanding of logistics management for individuals with varied levels of experience in the industry. It offers a non-technical overview of distribution structures, transportation, warehousing, customer service, and packaging of goods, making it suitable for both newcomers and experienced practitioners seeking to fill knowledge gaps.

**Trainers: Dr. Rameez Khalid, Faisal Jalal**

**Participants: 11**

# Customized

## Self-Management and Communication Skills for Management Trainees of PRCL

**Date: June 12 & 16, 2023**

The Center for Executive Education (CEE), IBA hosted a customized workshop on “Self-Management and Communication Skills for Management Trainees of PRCL.”



The Workshop on Self-Management and Communication Skills for Management Trainees proved to be highly beneficial, equipping participants with essential tools to excel in their professional development. Through interactive sessions and practical exercises, attendees gained a deeper understanding of self-awareness, time management, and goal setting, fostering personal growth and increased productivity.

The workshop also emphasized the importance of effective communication, enhancing interpersonal skills, and building strong relationships with colleagues and superiors.

**Trainers: Farhan Uddin Raja, Sajid Sheraz, Dr. Irum Saba, Dr. Shahid Mir**

**Participants: 17**

# Effective Business Communication for AJCL officials

Date: July 04, 2023



Skills Development Program (SDP) at CEE, IBA successfully conducted the first day of its' customized training for the officials of AJCL on "Effective Business Communication" at AJCL Head Office.

Led by Mr. Farhan Uddin Raja, the training provided participants with valuable insights and practical tips to communicate with confidence, clarity & impact in professional settings.

**Trainer: Farhan Uddin Raja**

**Total Participants: 20**

# Defence Housing Authority College & School System

**Date: July 24 to 27, 2023**



A four-day professional development program was convened at DHA Education Branch from 24th July to 27th July. We have trained 8 different groups of teachers from Pre Primary to Intermediate level in which DHACSS institutions have been trained by 4 highly qualified and professional trainers of IBA.

The initiative of outsourcing the Professional development program of DHACSS teaching fraternity through renowned institutions like IBA is a step forward in this journey of educational excellence.

**Trainers: Sukaina Hussain Ibrahim, Raazieh Fatima, Noshin Khan, Sukaina Hasnain**

**Total Participants: 230**



# CEE Directors' Training Program

## Directors' Training Program

**Date: June 12 & 16, 2023**

The Center for Executive Education (CEE), IBA hosted Directors' Training Program .



The Directors Training Program (DTP) is Center for Executive Education's flagship training program that fulfills needs of board members and directors of corporate governance sectors. This program enhances the participants' board leadership skills and improve their ability to succeed as a director in an increasingly complex environment.

**Trainers:** Dr. Ishrat Hussain, Abdul Rahim Suriya, Dr. Irum Saba, Dr. Zeeshan Ahmed, Rahat Aziz, Mahreen Nazar, Nausheen Ahmed, Amar Naseer, Mr. Fahim ul Hassan, Barrister Mehreen Khan, Mr. Ahmed Ali Siddiqui

**Participants:** 9

# 04 Diploma Programs

## Diploma in Taxation

Learning from the best practices & functions of projects around the world:

- . Lecture (Classroom & Video Conference)
- . Project (Live business cases from the organizations)
- . Group Activities / Simulations/ Syndicate
- . Visits: Strategic Locations
- . Learning Management System
- . Learning from the practitioners
- . Guest Speakers
- . In-depth study of various projects in Pakistan
  - . *Manual*
  - . *Case Studies*
  - . *International Journals*
  - . *Textbooks*

## Diploma in Employment Laws & Industrial Relations

This Diploma in Employment Laws and Industrial Relations (Level 1) will equip HR/ IR managers, operational managers and HR/ IR professionals and practitioners with all the necessary tools and techniques for developing a better understanding of industrial relations, learn employment laws of Pakistan, its applicability at the workplace, its need, and implications.

## Diploma in Strategic Marketing

Diploma in Marketing will help those who want to attain corporate leadership through Marketing! Marketing is Demand management. Selling at a profit! Understanding customer needs. And fulfilling them through Products & Services. This is achieved through an ongoing communication exchange-regular and consistent-to build a trust. Which eventually creates loyalty and repeat customers for brands. The programme encompasses four major areas: Digital Marketing, Advance Consumer Behaviour, Brand Management and Advertising.

# Diploma in Family Managed Business

## *Program Themes*

- . Navigate challenges of family, management, and ownership unique to family business
- . Build alignment of family members through a shared vision
- . Structure family business governance for growth and multigenerational transitions
- . Benchmark business functions to drive overall performance.
- . Create a wealth management strategy for the family and the business
- . Nurture harmonious relationships through mindful communication and conflict resolution



# 05 Skills Development Program

## Successful Business Communication

Date: June 05 to July 17, 2023



50 hours on-campus training of Successful Business Communication, where participants from various organizations are attending this program: Universal Traders, Javaid Umar Enterprise, Al Abbas Goods and Co, Javedan Corporation, Revival Research Institute LLC

**Trainers: Farhan Uddin Raja & Syed Sajid Siraj**

**Participants: 09**

# Summer School

## Effective Customer Services Skills

Date: June 5 to 9, 2023



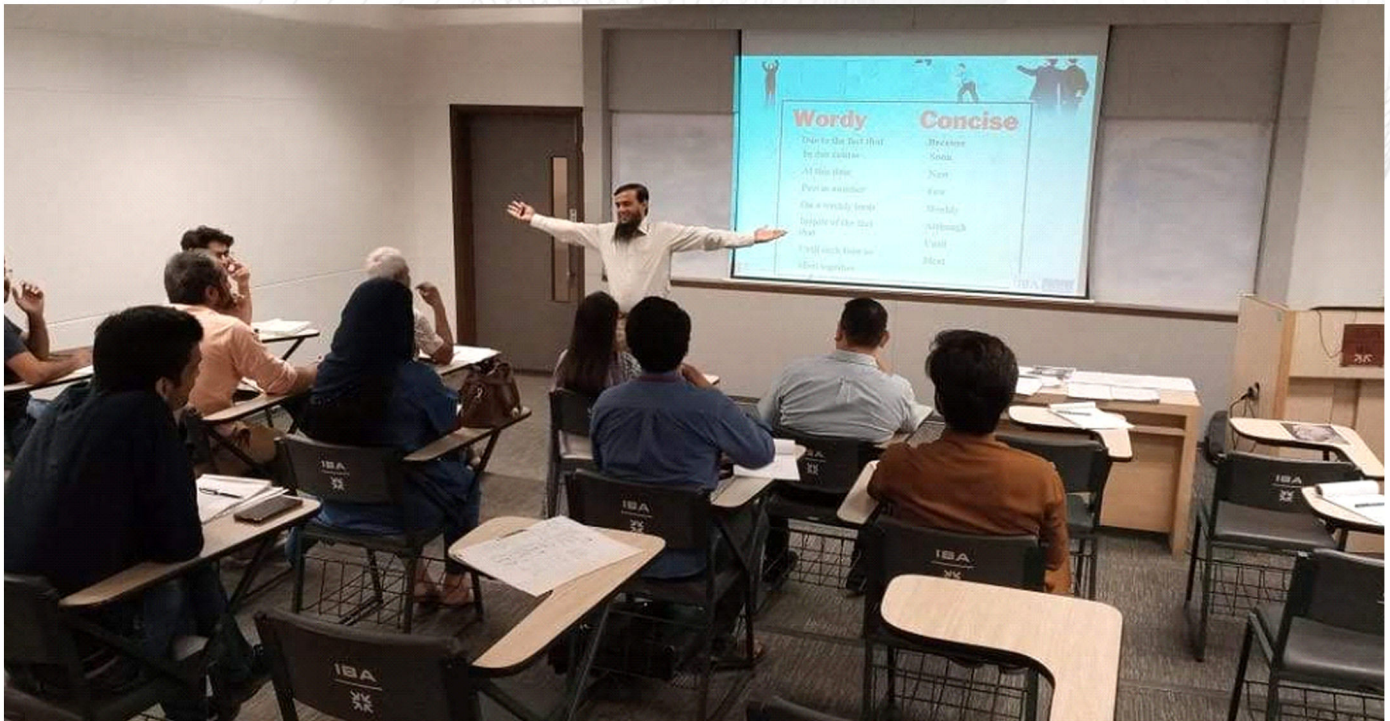
IBA Summer School Workshop “Effective Customer Services Skills” successfully completed. The captivating composition effectively conveyed the intended message, sparking engaging discussions and deeper exploration of soft skills. It effortlessly connected with everyone, generating a positive and energizing atmosphere.

**Trainer: Mr. Subhan Sharif**

**Participants: 8**

# Interviewing Skills

Date: June 12 to 16, 2023



IBA Summer School Workshop “Interviewing Skills” Led by Mr. Subhan Sharif. It was a remarkable 'click' that enhanced the overall training experience.

**Trainer: Mr. Subhan Sharif**

**Participants: 5**

# Selling Skills

Date: June 19 to 23, 2023



Talented participants of IBA Summer school program “Selling Skills” were given certificates by Mr. Subhan Sharif, trainer of the program.

**Trainer: Mr. Subhan Sharif**

**Participants: 12**

# Personal Grooming & Life Skills Fun Shop

Date: July 08 & 15, 2023



IBA Summer School Workshop “Personal Grooming” successfully completed leaving participants emerged with newfound confidence. Led by Mr. Danish Imtiaz, the workshop proved to be an absolute game-changer.

**Trainer: Mr. Danish Imtiaz**

**Total Participants: 9**



# English Pronunciation for Effective Communication

Date: July 10 to 18, 2023



IBA Summer School Workshop “English Pronunciation for Effective Communication” successfully completed leaving participants emerged with newfound confidence.

**Trainer: Ms. Barera Quadri**

**Total Participants: 6**

# Conversational English Skills

Date: July 19 to August 01, 2023



IBA Summer School Workshop “Conversational English Skills” completed successfully. It effortlessly connected with everyone, generating a positive and energizing atmosphere.

**Trainer: Ms. Barera Quadri**

**Total Participants: 11**

# 06 Other Activities & Events

## Directors Orientation Program for TransKarachi Date: June 19, 2023

The Center for Executive Education (CEE), IBA conducted Directors Orientation Program for TransKarachi on June 19, 2023, at PC Hotel Karachi.



The purpose of the Directors Orientation Program is to introduce the participants to the content of the Directors Training Program required by the Securities and Exchange Commission of Pakistan for the directors of Publicly listed companies.

## Onboarding Champions Training by IBA HR Date: June 23, 2023

The Center for Executive Education (CEE), IBA in collaboration with the Human Resource Department of IBA hosted Directors' Training Program at the IBA City Campus. The program was led by Mr. Irfan Qamar, Director of HR at IBA Karachi.



**Trainer: Irfan Qamar**

**Participants: 25**

# **8<sup>th</sup> CEE Townhall Meeting**

**Date: June 13, 2023**



The 8th CEE Town Hall meeting was hosted by Director CEE, Kamran Bilgrami at the IBA City Campus. During this meetup, team CEE gathered for lunch at the 11th floor of the Aman Tower where the successful launching ceremony of IBA CEE in Islamabad was celebrated. Afterwards, each team member was appreciated by Director CEE for their hard work and dedication throughout the event. The lunch was followed by a fruitful discussion on upcoming projects followed by an exciting dumb charades game.

## 9<sup>th</sup> Town Hall Meeting

**Date: July 24, 2023**



The 9th Town Hall meeting, hosted by Director CEE Kamran Bilgrami at the IBA City Campus, was filled with innovative ideas and fruitful discussions.

During the gathering, the participants enjoyed a delightful lunch, fostering a positive atmosphere. The CEE Family also celebrated the addition of new team members: Mr. Syed Bilal Ahmed, who joined as the Manager of Business Development at the IBA Islamabad Office; Mr. Furqan Taimoor, the new Senior Manager at IBA Karachi; and Mr. Abdul Karim, the new Senior Executive of Business Development.

A significant portion of the meeting was dedicated to discussing the company's future vision for the next three years. In this regard, the attendees engaged in insightful conversations, exploring strategies and approaches that would guide CEE towards its envisioned future.

# Guest Speaker Session for PGD Healthcare Management students

Date: July 09, 2023



The students of PGD Healthcare Management had the privilege of attending an engaging guest speaker session on the "Civil Litigation." The session was conducted by the esteemed host, Barrister Mehreen Nazar, and featured the renowned speaker, Barrister Faizan.

- . Judicial Precedent: Following previous court decisions.
- . Civil Justice System: Fair resolution of civil disputes.
- . Key Principles: Burden of proof, fair hearing, natural justice, presumption of innocence.
- . Order XXXIX CPC: Deals with temporary injunctions and interlocutory orders.
- . Petition and Lawsuit: Formal requests and legal actions in civil cases.

This session, led by Barrister Faizan, proved to be an invaluable opportunity for the students to deepen their understanding of legal and regulatory challenges in healthcare management.

# 07 Meetings Conducted

- . With TransKarachi representatives for Directors Orientation Program June 09, 2023
- . With GOPA and KFW representatives for Leadership Program June 10, 2023
- . With Pakistan Poverty Alleviation Fund for DTP June 20, 2023
- . Meeting with Farhan Jivani (Manager HR) at Adamjee Life Insurance. June 16, 2023
- . Meeting with Pak Qatar Takaful Group. June 20, 2023
- . Meeting with DHACSS (Manager). July 4, 2023
- . Meeting with DHACSS (Director). July 11, 2023
- . Meeting with Shabih Zehra & Maria L&D (Shan Foods). July 21, 2023
- . Meeting with HR Manager (AJCL Company). July 21, 2023
- . Meeting with HR Manager (AJCL Company). July 21, 2023
- . Meeting with Company Owner (Indus Pencil Industries). July 21, 2023
- . Meeting with Sr. Manager L&D (Feroze1888 Mills Limited). July 25, 2023
- . Meeting with Mr. Naeem Ud Din, TA & OD Lead, Domino's Pizza Pakistan.
- . With Karachi Shipyard for Company Secretary Program
- . With FFC for Project Management Course
- . With Taj Corporation for Customized Management Development Program
- . With Khaadi for Customized Financial Reporting Program