



WORKSHOP (Hybrid)

on

TIME MANAGEMENT

28th NOVEMBER, 2022

(10.00 - 12.00 Hrs.)

INTRODUCTION:

The Standing Committee on Scientific and Technological Cooperation (COMSTECH), Sindh Innovation, Research, and Education Network (SIREN) and the International Center for Chemical and Biological Sciences (ICCBS) are jointly organizing a workshop (hybrid) entitled, “Time Management”. All research scholars, student scientists, and faculty of SIREN universities are cordially invited to attend this important workshop.

It will be conducted onsite on campus, and through the video conferencing setup of the SIREN network. For video Conferencing parameters are: 1100@111.68.111.213

Jointly Organized by;

Standing Committee on Scientific and Technological Cooperation

(COMSTECH), Sindh Innovation

Research, and Education Network

(SIREN), and International Center for

Chemical Biological Sciences

(ICCBS)

University of Karachi.



TRAINER'S PROFILE:

Mr. Khalid Latif carries over 35 Years of experience at leadership positions in multi-national companies;

- Hoechst,
- Schering
- Rhône-Poulenc
- Bayer.

Presently working as an Independent Consultant, Technical Lead and Principal Trainer for Optimum Advisory, Occupational Health Safety and Environmental Services, Management Association of Pakistan, Association of Fire Protection Industry of Pakistan. He earned a Master's Degree in Chemistry from University of Karachi.

Mr. Latif participated in various professional training courses and medium-term assignments/ project from manufacturing facilities of parent companies in Europe and Asia-Pacific countries.

He attended professional courses and management trainings from Lahore University of Management Sciences, Pakistan Institute of Management, American Management Institute, Institute of Business Management etc.

Under University-Industry interaction seminar series, he delivers lectures on various technical and social subjects including Health Safety & Environment, Career Counselling, Entrepreneurship, Organizational Development and Professional Integrity at multiple institutions in Pakistan.



TARGETTED PARTICIPANTS:

Faculty, staff members, research scholars, students, and professionals.

OBJECTIVE OF THE WORKSHOP:

- * To improve productivity and professionalism for employers.
- * To improve the ability in organizing, and prioritizing day-to-day tasks
- * To learn about successful people, organizations, countries giving prime importance to 'Time Management.

PROGRAM

Monday, November 28th 2022

10:00-10:05 Hrs.	Welcome remarks by: Prof. Dr. M. Iqbal Choudhary, Mustafa (PBUH) Laureate, HI., SI., TI. Director ICCBS.
First Session 10:05-10:50 Hrs.	* Assess the “Items” in your life through a Time Audit. * Take time to make a Plan and Prioritize. * Transform environment into a Full-Focus Zone. * Make time for the Things That Sustain You, and eliminate the small things that don't * Some best tools to support your Time Management Strategies
10:50-11:00	Break
Second Session 11:00-12:00 Hrs.	* Create a routine. * Avoid distractions. * Buffer time between tasks. * Kick the clutter.

REGISTRATION DEADLINE: 26th November 2022

FOR REGISTRATION USE THE GIVEN LINK:

<https://bit.ly/3TM-SIREN>

VENUE: Lecture Hall A, LEJNSIC, ICCBS, University of Karachi-75270, Pakistan.

For more information: siren.lej@gmail.com;

Call: 021-111-222-292 Ext: 267, 275. Room No. 202, 2nd floor, L.E.J. National Science Information Center, International Center for Chemical and Biological Sciences (ICCBS), University of Karachi, Karachi-75270

CERTIFICATES: Registered participants will receive a digital certificate after the successful completion of the workshop.