



FACULTY
DEVELOPMENT
ACADEMY



SEED PROGRAM

SKILLS ENHANCEMENT AND EMPLOYEE
DEVELOPMENT PROGRAM



RECTOR'S MESSAGE

Administrative officers have a considerable role in the management of a university. They run day-to-day operations of the university to keep it functioning in a befitting manner. In view of the above, their continuing professional development (CPD) is vital to empower them and keep them abreast of current trends. Faculty Development Academy (FDA), a training wing of CUI always emphasizes on developing their professional knowledge, skills and values that are necessary for their growth and nurturing to meet new challenges and requirements.

I believe that a high-quality learning environment can be created in collaboration with our admin personnel, faculty members and students which promote a participatory and learner-centered approach, and respect for diversity.

I am pleased to note that FDA has conducted a Skill Enhancement and Employee Development (SEED) Program across CUI campuses. These capacity building programs equipped the admin personnel with latest knowledge in related fields and sharpen their skills deemed essential for both personal, interpersonal effectiveness and professional growth.

I appreciate that everyone across the University has been making huge efforts over recent months to get us to the point where we are able to work in a COVID secure way. I thank you all for everything you have done in such challenging circumstances.

Profound regards,



PROF. DR. MUHAMMAD T. AFZAL
RECTOR
COMSATS UNIVERSITY ISLAMABAD



Total Participants: 174

MODULES COVERED

1. Stress Management
2. Personality Development
3. Public Speaking
4. Critical Thinking
5. One Minute Management
6. Noting & Drafting
7. Communication Skills
8. Impact of Body Language on Professional Career
9. Work Ethics
10. Presentation Skills
11. Self-Leadership
12. Emotional Intelligence
13. Strategic Management
14. Public Dealing
15. Leader-SHIFT
16. Team Building
17. Use of Modern Technology in Governance
18. Interpersonal Effectiveness
19. Personal Leadership



**SKILLS ENHANCEMENT & EMPLOYEE DEVELOPMENT
(SEED) PROGRAM
ATTOCK CAMPUS
JULY 1, 2021**

INTRODUCTION

Faculty Development Academy (FDA) arranged one-day workshop for the administrative members of COMSATS University, CUI Attock campus. The workshop was arranged on demand of the said campus and Training Need Assessment (TNA) was conducted for them. There were three sessions of 90 minutes each. The trainers were called from the twin-cities of Islamabad and Rawalpindi. There were 20 participants from different departments.

The purpose of this training was to enhance the skills of the administrative staff and to do their capacity building by arranging sessions on Stress Management, Personality Development and Public Speaking. These sessions were designed according to their daily life challenges and how to cope up with different scenarios.

STRESS MANAGEMENT

July 1, 2021

The training began with this session. Mr. Shahzad Ahmad, a trainer as well as an anchor person at radio, was the speaker. He started his session by taking participants views about stress and a life without stress. The speaker wanted complete involvement of his participants, so he began with brainstorming. The idea inculcated by him was that a life without stress is no life. A person who takes no stress is a dead person.

Since the trainer belongs to multiple fields of life and is also an anchor person at FM radio, he shared his daily life experiences related to the topic. His core interest was to bring the best out of his addressees. The speaker made them do activities which created stress for the moment and then after several attempts, the participants were able to deal with that situation.

The examples of having different perspectives were also covered during the session. Example of water was quoted which may be an illusion for an eagle, death for a sparrow, but life for a fish. Similarly, one situation may be a stress for a person, but others may not take it as strain. There's always a difference of perspective and frame of mind.

Internal and External stressors were also elaborated by the speaker. The element of stress affects our daily life performance. A few ways were elaborated by the speaker in order to decrease stress. The formula of 4-As was shared; Avoid, Alter, Adopt or Accept. It depends on humans how they deal with stress. If one takes the stress negatively, it will lead to many problems like headache, digestive problem, insomnia etc. whereas, taking stress positively causes a spur of motivation and awareness, stimulate and make us alert to cope up with challenges and difficult situations.



Shahzad Ahmed is a Certified Life Coach and is mastermind behind various learning interventions delivered by iexplore training Pvt. Limited. An individual with a very humble beginning, he faced and overcame various challenges in life, which helped him develop his unique outlook about life. He has over 20 Years of experience in top tier organizations. Now using his lifelong experience, he assists organizations in training of employees. He has been a visiting faculty to multiple universities and hosts a radio show weekly.

PERSONALITY DEVELOPMENT

July 1, 2021

This session was conducted by Dr. Mohsin Zahid. He is one of the best speakers, provides market research and digital media services. He is associated with FDA since last many years. The speaker started his session by discussing the psychological aspects of personality development and how it affects our day to day life. He elaborated that where does the behavior come from and how it is built up. The grooming, education, events, life experiences etc. all play a vital role in the development of one's behavior.

The speaker then emphasized that one should be clear about the difference of personal and professional life. Many of us usually mingle these both aspects of life, but in actual one should always keep them separate. The fusion of personal and professional life brings difficulties in both lives. A smart person is the one, who knows the difference between personal and professional life. This clarity leads to success in both lives.

Another aspect of personality development shared by the trainer was that a person must align his personal and professional goals. The one who wants happiness and success must line up his personal and professional goals separately. In order to achieve goals of both lives, one needs to set them apart. No wonder both lives are inter-related, yet one must know that one life must not affect the other life. The problems and worries of personal life must not affect the professional life and vice versa.

With the passage of time, one must analyze personal & professional development. It should be made our habit to scrutinize and examine ourselves. He elaborated that if a person is not growing in his professional life after several years, then either he doesn't have the potential to grow or the organization may not be a good organization. A stagnant life is a threatening signal and one must work on it. The speaker gave several suggestions to improve oneself. A professional must decode his talents and aptitude through various stages of life.

The trainer also talked about the personality differences at workplace. There are mostly personality differences at workplace with if not dealt properly, may lead to clashes and grudges. A person must know how to deal the particular situation at a particular moment. Acting wisely is the most important part of one's personality.



Mohsin has worked on the projects of top national and multinational companies in Pakistan, including Unilever, Zong, PTCL, Dalda Foods, and Lafarge. As a trainer, Mohsin has conducted more than 400 sessions for the officers of The World Bank, UNDP, USAID, GIZ, ERRA, IFAD, DFID, and for Telecom & Banking sector organizations in Pakistan, United Arab Emirates, Afghanistan, Tajikistan, Sri Lanka, Thailand, and Turkey. He is a certified Master-Trainer by Higher Education Commission and has provided training to the faculty or students of more than twenty-five universities across Pakistan.

PUBLIC SPEAKING

July 1, 2021

Dr. Mohammad Umar, PhD in Market Leadership and an eager trainer was the speaker for this session. He started his session by defining what public speaking is. In the very beginning, he got the participants involved in his session by asking several questions. He initiated his talk by saying that every one of us does public speaking in one way or another, but is not aware of it. The art of talking to a friend, family member, peer or colleague also falls under the topic.

The speaker emphasized that each one of us does the public speaking almost every day. This is the way one communicates with one another. The way one talks reflects his personality. When someone is delivering a lecture to a class or is dealing with worried or inquisitive parents in his office or consoling a friend, these are all types of public speaking. The art of speaking is actually public speaking.

The professionals interact with many kinds of people in their lives. They do handle many difficult situations with their wit and knowledge. These communications are very important and make person learn continuously. The speaker involved the participants by conducting several activities. These activities helped them in planning, executing things in right time and building teamwork.



PhD in market leadership focused on developing social capital and data-driven creative marketing professionalism with over 10 years of academic and marketing experience. Cutting-edge experience in strengthening students and professionals to provide unique campaigns that reach target audiences. Umer recommend a dynamic communication approach whenever possible. Challenges of setting up structures to support communication are understandably complex, but improvement in the communication performance that are achieved by applying unique principles of communication are worth the time and effort.





CLOSING CEREMONY

The training ended after the third session. Dr. Aneel Salman, In-charge FDA, addressed the participants. He summarized the purpose and idea behind these trainings. These sessions are always helpful in the capacity building of employees. He congratulated all the participants for being the part of this healthy activity and announced that the participants will be awarded with digital certificates.

PARTICIPANT'S REVIEWS



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I would like to acknowledge and appraise the efforts of FDA for organizing wonderful sessions. I learnt a lot during the session. All the presenters were well prepared and knowledgeable. It was a refreshing course after COVID. I request FDA to organize such session during break for faculty as well as for staff.

-Dr. M. Shakil Ahmad



**SKILLS ENHANCEMENT & EMPLOYEE DEVELOPMENT
(SEED) PROGRAM
SAHIWAL CAMPUS
JULY 5-7, 2021**

INTRODUCTION

Faculty Development Academy (FDA) arranged a three day workshop for the administrative members of COMSATS University, CUI Sahiwal campus. The workshop was scheduled on the basis of Training Need Assessment (TNA) which was conducted by the campus. There were three sessions every day for 90 minutes each. The trainers were called from the Multan and Islamabad. 21 participants hailed from different departments to become a part of this training.

The purpose of this training was to enhance the careers of the administrative staff by polishing their skills, do their capacity building and making them feel refreshed by arranging sessions on different topics like Critical Thinking, Work Ethics, One Minute Management, Noting & Drafting, and Self-Leadership etc. These sessions were designed according to the needs and requirement of the said campus.

CRITICAL THINKING

July 5, 2021

The first session was conducted by Mr. Furqan Shah, who is an enthusiastic entrepreneur, a trainer on Life Skills, Leadership and Entrepreneurship. He started his talk by sharing the purpose that was to make behavioral changes in administrative employees via critical thinking in order to develop leadership skills in them.

He elaborated his talk by saying that employees encounter different problems in and outside the organization. Some problems are controllable while others are not. The need is to let employees understand how to propose solution for the problems which seems impossible to solve. Sometimes solving one problem often leads to another big problem. This happens because of lack of thinking critically.

This training included critical thinking techniques like defining the real problem, the 'five whys', the 'seven so what's', the '80-20 rule' and how to conduct insightful analysis. The trainer demonstrated that how one can apply these techniques to their daily lives and how to build a culture of critical thinking within one's team. The speaker related the content with religion and extracted stories from the life of our Holy Prophet (PBUH), focusing how the Prophet (PBUH) solved impossible tasks using critical thinking.

The speaker insisted that first identify the specific problem that you're working on. Then break that big problem down into smaller ones. After that, document your findings into a clear problem statement. One must then look for new solutions. Once you find some solutions, focus on the meaningful ones. Then



Furqan shah is a strong trainer on Life skills, Leadership and Entrepreneurship. He is an enthusiastic entrepreneur driven by values, principles and ideals. He promotes empathy and produce audience related content. As a trainer, Furqan work as a collage of business, religion, philosophy and psychology. His sessions create an aura during his trainings which develop euphoria world around the people listening to him and transform people from their dependent life style to a complete independent happy life.

analyze and think critically about the results. One should inculcate these approaches into their team's daily lives.

The speaker emphasized that everyone must try to understand that everybody in the team faces problems. Remove constraints from your thinking and try to ease out your team. These steps will lead to positivity and will create an environment with optimist thinkers.

ONE MINUTE MANAGEMENT

July 5, 2021

This session was delivered by Mr. Nadir Magsi. He is an academician and is serving Air University, Multan in the capacity of Assistant Professor. The speaker started by defining the concept of management that it is the process of dealing with or controlling things or problems. After elaborating the concept of management, the speaker threw light on the idea of mismanagement. Mismanagement starts at individual level. It leads of group level and then to organizational level. It has several modes, processes and then severe consequences. Mismanagement at all levels is lethal and can harm the organization with severity.

The domain expert conducted an 'Ice Breaker' activity to involve the participants and to make them learn by doing some practical work. It was an interactive session where the speaker shared some examples of the management successes in the world. The functions of management were also discussed which are; Planning, Organizing, Leading and Controlling.

Since the world has suffered from covid-19, the management also got affected by it. Due to this pandemic, the world has entered into the era of digitization. So there is a new world order. The speaker discussed the strategies and ways of how to achieve the excellence in management after covid-19. The session was much appreciated by the audience.



Mr. Nadir Magsi, is an Academician, Currently Working as Assistant Professor at Air University, Multan. He Has a Vast Experience of Enlightening Youth, & Corporate Individuals, Studying in pursuit of their professional Endeavors, in different academic institutions across Pakistan (e.g. Air University, NUML, NFC, BZU, ISP and Others). Additionally, Mr. Magsi has years of experience as a Marketing Consultant/Expert, for number of National and Multi-National Organizations across Pakistan (i.e. Pepsi, Telenor, Faysal Bank etc.).

NOTING & DRAFTING

July 5, 2021

This session was conducted by Mr. Arslan Javed. He is a life skills trainer, specializing in Leadership Management, Confidence Coaching and Training of Teachers. The session was focused on official techniques of Noting and Drafting. To develop a more interactive approach, the session was initiated with a brain booster activity.

The speaker firstly elaborated about the Importance of Writing. Writing is a skill or it can be called as a tool which is used to deliver our ideas, thinking or opinion. The way one writes, not only shows thoughts, but also one's personality. So writing is a reflection of a person. After explaining about the importance of writing, the speaker related it to the Official Communication. This means of communication is always formal because it is mostly written for the audience whom you do not know on a personal level. It is often the main style of academic writing.

The trainer then shared some methods of techniques for taking official notes. He told his audience to take notes in easy and their own words. Do not write full sentences, in fact use phrases. Always use headings or subheadings in your notes. Try to use bullets or numbers while taking notes. The speaker also threw light on drafting requirements. One should draft his/her work before presenting the final document.

Writing professionally is an art, as it is used to either inform or to persuade the audience. The speaker emphasized that this style of writing has to be clear, concise and must convey the ideas quickly and easily. Each professional must try to adopt this way of writing. Then the trainer discussed different types of writings which included Report Writing, Memo Writing and Email Drafting. These basic concepts were covered during the 90 minute session.



Arslan Javed is a life skills trainer, specializing in Leadership Management, Confidence Coaching and Training of Teachers!

He was ranked one of the top language trainers by British Council. He caters an international and national profile in training and development with an experience of over 10 years.

COMMUNICATION SKILLS

July 6, 2021

Dr. Mohammad Umer, specialized in Market Leadership and an eager trainer was the speaker for this session. He started his session by defining communication. Communication skills are the abilities that one uses when giving and receiving information. It includes speaking, listening, observing and empathizing. He got the participants involved in his session by asking several questions.

The most important communication is the one which is not being said, yet understood by others. The speaker quoted the examples of several ads these days which deliver the knowledge of their product without uttering any words. The speaker then introduced the concept of 'Glossophobia' which means that a person has a fear to communicate in front of people. He emphasized that one should not be afraid of his mistakes; rather it's all humanly to commit errors. Always use your nervousness to advantage you.

Communication is called as a skill and not as an art because it can be learnt with practice. Communicating well shows one's potential. The professionals interact with many kinds of people in their lives. The art of communication includes not only their words, but also expressions and body language. They do handle many difficult situations with their wit and knowledge. These communications are very important and make person learn continuously. The speaker involved the participants by conducting several activities.

The domain expert also discussed the types of mind; Emotional mind, which is fast and automatic, Rational mind, which is slow and deliberate. A communication without emotions, image, logic and promise is useless. The speaker stressed on the point that there must be enthusiasm in communication to make it effective and influential.



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IMPACT OF BODY LANGUAGE ON PROFESSIONAL CAREER

July 6, 2021

This session was conducted by Mr. Jahangir Ali. He is a professional, innovative team builder serving the corporate industry. The speaker took an enthusiastic start and involved everyone by portraying questions in front of them. He asked the trainees about their views about 'body language'. After the brainstorming, the speaker shared his views that body language is the most important thing and it tells almost everything about a person.

A chain about the topic was discussed which said that your thoughts become your words, the words become your actions. Actions start becoming your habits and habits lead to character building. Finally, character becomes your destiny.

The key to success in personal and professional relationships lies in the ability to communicate well. It is not the words only that one uses, but the nonverbal cues or 'body language' which speaks the loudest. Body language is the use of physical behavior, expressions, and mannerisms to communicate nonverbally, often done instinctively rather than consciously.

The trainer further elaborated that to make people feel good, it is important to build an eye contact. It is always better to look at a person's face focusing on the area above their nose. Then the strongest part of our body language is the 'smile'. A smile is an international language and gives the best impression of a person. It is said that you are not fully dressed up if you're not wearing a smile on your face.

Then examples from other body parts were also quoted. For instance, a person with closed arms signifies defensive, self-protective or closed-off mode. While a person holding his arms on his waist shows that he's aggressive. These gestures leave a strong impact on the other person as they symbolize nonverbal communication. The session made the participants learn many minute things in detail and benefitted them a lot.



Muhammad Jahangir Ali hails from Manchester of Pakistan (Lyallpur, Faisalabad) who is a professional, result oriented well organized, innovative team builder with over 5+ years of proven track record in organizational development with a demonstrated history of working in corporate industry. He has the ability to leverage technical tools and quantitative data to manage campaigns to success. Jahangir is going to enhance our vision with his analytical skills and diverse experience.

WORK ETHICS

July 6, 2021

Mr. Tahir Mehmood, an accomplished professional who is associated with Qasim Ali Shah foundation, conducted the session on Work Ethics. The purpose of this session was explained in the beginning by the speaker. He elaborated the concept of work ethics and how important they are in our day to day life.

He stated that work ethics cannot be developed in office during working hours only. They are the set of values and virtues which a person develops since the very beginning of one's life. It is a complete 24/7 routine which makes us a responsible and productive human being. The time we spend in family, friends and colleagues develop us on specific directions. Now, this is individual responsibility to know about the norms and values of society and work place.

This is a very vast topic which covers most of the aspects of our daily life. The speaker tried to do justice with the topic. He discussed that work ethics include discipline, time management, appearance, dress code, use of mobile and social media, communication and body language etc. The speaker also tried to cover the topic of harassment and that females in our society are our responsibility and should not be taken as opportunity. Then the concept of personal space was also discussed. Hence the speaker touched almost all of the important areas of our daily lives.

Work ethics are the morals that one should practice in both personal and professional lives. They keep a person focused on tasks and make them work more efficiently. There's no age limit to learn so one must keep oneself on the path of learning and getting improved. This session was heartwarming and left an excellent impact on the trainees.



Mr. Tahir Mehmood is an accomplished professional. His dynamic profile includes more than 20 years of Trainings, Auditing Consultation and RJ. He holds several international certifications (USA, UK & Canada). He is passionate about the professional development of students/youth. He has widely impacted the life of youth at national level, contributing extensively through career counseling as well as in job hunting. He is associated with Qasim Ali Shah Foundation since 2017.

PRESENTATION SKILLS

July 7, 2021

This session was conducted by Mr. Mehtab Ali Raza. He is experienced in project management, human resource, sales management & development and public administration. Mr. Mehtab had an elaborate session on Presentation Skills, where he explained the meaning of 'Presentation' in many different ways. The giving of something to someone, especially as a part of a formal ceremony or a speech or talk in which a new project, idea or piece of work is shown and explained to the participants, is known as presentation.

Presentation skills cover a variety of areas such as structure of presentation, design of slides, voice tone and the body language. It also includes physical appearance and emotional intelligence. Body language plays a vital role in presentation skills. As it is a non verbal communication, it is used to express or convey the information by using one's facial expressions, body postures, gestures, eye movements and use of the given space.

The presentation has to have Primary Effect, Recency Effectuation and climax. These three things give presentation an effective and efficient look and leave the participants with a powerful impact. The speaker at the end threw light on SWOT analysis as well. He conducted several activities to involve the participants.



Sheikh Mehtab Ali Raza has served 12 years in industry acquired experience in Project Management, Human Resource, Sales Management & Development, Public Administration with sound understanding experience of financial/business data compilation and with an approach towards effective management Entrepreneurial Ventures. He is currently serving as CEO, City Fuelers and City Lubricants and is also Founder of Scent You and Coach UP. Sheikh Mehtab Ali Raza has a decorative performance through his academic period.

SELF-LEADERSHIP

July 7, 2021

Dr. Aneel Salman, In-charge FDA, an immaculate trainer, a dynamic academician and a freelancer, was the worthy speaker of this session. He opened his talk by explaining different ideas about Leadership. Leadership can be an influence on other people, team or entire organization. It can be a state of mind. The speaker further elaborated the difference between 'influence' and 'manipulation'. Influence is a positive gesture which is used for the benefit of others while manipulation is a negative notion which is used for self benefit only. A leader can be an influencer or manipulator.

To become a leader or influencer, there are five ways which may be adopted. A person has to set practical example first to become a leader. There should be a genuine concern about the people working with you and for you. To become a leader, one has to invest their ideas, concerns and time into other peoples' lives. A leader is the one who shares the success with the whole team and not the one who tries to remain in limelight alone.

The speaker discussed about the virtues of a true leader. He is the one who takes the responsibility of everything and is always there to thank his team for all tasks performed. He always focuses on the needs of others. He is the one who builds the trust in everyone. The tasks which others are not willing to do, he takes the ownership of such chores. His focus is not only to achieve goals, but also to ease out his people, invest his time in his team and to develop his team. Another trait which a true leader possesses is that he is always very encouraging for his team members.

Self leadership comes from within the person. A person having traits like incorporating values into others and making others enable to do many things is a leader. It's a duty of a leader to make others feel positive and encouraging. The worthy speaker quoted several quotes about leadership. His session was mesmerizing and he truly involved the participants in his session.



Aneel Salman hails from zinda dilan-e-Lahore (lively Lahorites). A dynamic academician by day and freelance writer by night, he's a passionate storyteller, reader, traveler, trainer, and eater. He loves connecting people and ideas and helping his students realize their full potential at COMSATS University Islamabad. You can say hello on facebook @Salman.Aneel



CLOSING CEREMONY

The closing ceremony was conducted on the last day after the last session. Dr. Hafiz Mohammad Arshad started the ceremony by reciting a few verses from Holy Quran. Dr. M. Badar Iqbal was the stage secretary and hosted the ceremony. The feedback was taken from two of the participants, Mr. Safdar Ali and Mohammad Nadeem Tariq. They thanked FDA for providing them this learning opportunity and making them learn many new concepts.

Prof. Dr. Nazir Ahmad Zafar, Director Sahiwal campus addressed the participants and congratulated them for being a part of this 3-day journey. Dr. Aneel Salman, Incharge FDA, also addressed the trainees. He summarized the purpose and idea behind these trainings. These sessions are always helpful in the capacity building of employees. He congratulated everyone for being the part of this healthy activity and announced that they will be awarded with digital certificates.

PARTICIPANT'S REVIEWS



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In the SEED program I learned very fruitful skills and things regarding my individual and professional career.

-Muhammad Kabir Sabri



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Training conducted by FDA was very informative and helpful in our career progression. In this training, we explored and practiced many new things. Such training should be conducted for every member of CUI family.

-Dr. Iqra Hafeez
Manager HR



**SKILLS ENHANCEMENT & EMPLOYEE DEVELOPMENT
(SEED) PROGRAM
VEHARI CAMPUS
JULY 15, 2021**

INTRODUCTION

Due to prevailing COVID situation the third SEED Program for Admin Personnel of CUI Vehari was conducted virtually/online on July 15, 2021. A total of 21 participants attended the workshop. Renowned professionals from Islamabad acted as Resource Persons. The workshop focused on the following three areas i.e.; Emotional Intelligence, Strategic Management and Communication Skills. There were three sessions and each was of 90 minutes duration. The workshop started with the recitation of Holy Quran. Thereafter, on behalf of FDA, one of the FDA team members briefed the participants about the objectives of the workshop. A general briefing was given about the course including rules and regulations for participation.

EMOTIONAL INTELLIGENCE

July 15, 2021

The first session on Emotional Intelligence was delivered by Dr. Ansir A. Rajput, an Associate Professor at Capital University of Science and Technology, Islamabad. Before the commencement of the session he took a quick online survey to get the better insights into the expectation of the participants. Keeping in view of participants' expectations, the speaker started his presentation by defining the Emotional Intelligence (EI) and discussed its models. He then explained its significance in our daily lives and highlighted how we can improve it at workplace.

Dr. Ansir emphasized that self-evaluation is very important to take the responsibility of our own actions. It helped us to examine how our reactions affect others. For him emotions serve as a reservoir of energy, source of vitality and a driving force behind a human endeavor. The trainer further elaborated that Emotional Quotient (EQ) may actually be more important than Intelligence Quotient in determining overall success in life. The trainer believed that 10% of life is made up of what happens to us while 90% of life is decided by how we react. He also shared the strategies that could enhance their EI to flourish in life.

Later, he concluded his session by advising the participants that critical skills play an important role in our personal and professional success and by managing our emotions in positive ways we can relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict. His session were very informative, highlighting the research-based knowledge, strategies to enhance one's EQ and employing strategic leadership for harmonious functioning of the department. Besides he shared relevant material on the subject for participants' record and future reference.



Dr. Rajput holds a Ph.D. – Entrepreneurship, MBA – Entrepreneurship & Marketing (Babson College, USA: No. 1 in MBA Entrepreneurship) and BSEE, SUNY at Buffalo and has 30 + years of Branding and Communications, Entrepreneurship, Teaching and Training experiences. Dr. Rajput is a serial entrepreneur, founded 8 startups and assisted 100+ ventures. Dr. Rajput has published, 2 books, 15+ research papers and 20+ newspapers and magazines articles.

STRATEGIC MANAGEMENT

July 15, 2021

The second session of the workshop on 'Strategic Management' was taken by Dr. Muhammad Umar, Assistant Professor, Department of Management Sciences, COMSATS University, Islamabad. The talk focused on analysis, planning, implementation, review and development of Strategic Plan. He opened his session with a word of reflection from quotation 'The world is giving you answers each day. Learn to listen by Carla Vendrell on Dribble.

Dr. Umer insisted that any time we decide on a goal and invest resources in achieving it, we are strategizing. He then presented definition of "Strategic Management' in terms of 'Peter Drucker' that 'Strategic Management' is not a box of tricks or a bundle of techniques. It is in fact analytical thinking and commitment of resources to action. But quantification alone is not planning. Some of the most important issues in strategic management cannot be quantified at all." Later, he discussed the difference between Management and Strategic Management. He highlighted that management in general refers to delegating, communicating and leading a team in work. On the other hand, strategic management specifically looks at the approach and logistics of management. It includes planning, delegating, monitoring and measuring productivity.

The speaker also explained the CANOE theory and emphasized that strategic managers are usually responsible for ensuring their team meets their targets. He shared the 7-S Framework that depicts how effectiveness can be achieved in an organization through the interactions of seven key elements – Structure, Strategy, Skill, System, Shared Values, Style, and Staff. The important features of successful strategic management and BHAG" Goals were also discussed. He then pointed out its good to consider all affecting factors and all options must be reviewed before creating a strategic plan. Talking about implementation and execution of a strategy, he briefed that effective leadership skills are an invaluable assets for effective implementation and execution of that strategic plan.

Lastly, an insight has been provided on Strategic Management as a part of the conclusion of the session along with the recommendations. He ended up his session with a quote 'Strategy is overarching plan or set of goals. ... Tactics are the specific actions or steps you undertake to accomplish your strategy'.



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COMMUNICATION SKILLS - FOR WINNING THE HEARTS

July 15, 2021

The third and last session was taught by Dr. Muhammad Kashif Sohail, a consultant and master trainer at IPD, International Islamic University Islamabad on 'Communication Skills - for winning the Hearts'. He started his talk by sharing an Islamic saying. "Indeed Allah Almighty loves that you attain excellence in all that endeavor" (PBUH). He then briefed the participants that this lecture will help them to learn a wide range of skills and strategies which enabled them to handle any work challenges with greater confidence and effectiveness. He believed that effective communication is a mean to have better relations at work and in life.

Dr. Kashif then discussed the difference between good and bad communication skills. He added that communication in the workplace is critical to establishing and maintaining quality working relationships in organizations. The speaker further talked about the difference between soft skills and hard skills. He then elaborated the significance of soft skills of communication and their types. He highlighted that soft skills are needed to engage, inform and inspire others and it helped us to improve our ability to communicate as a leader. He stressed that soft skills are essential for guiding teams and lifting morale during times of disruption and uncertainty.

The speaker also exchanged the best practices that employees should follow in their workplaces in order to enhance their productivity at work. He stressed that effective communication skills are the most demanding ability of a person and it has an enormous importance in professional context. His session embraced detailed information about 7 Cs of effective communication: Clear, Correct, Complete, Concise, Concrete, Coherent, Courteous. Focusing on 7 Cs, he shared with the audience

Referring to Do's and Don't of Good Communication he pointed out that we communicate verbally and non-verbally all day long; at home or at work but sometimes the message does not always come across as intended. This can lead to miscommunication or the wrong impression.

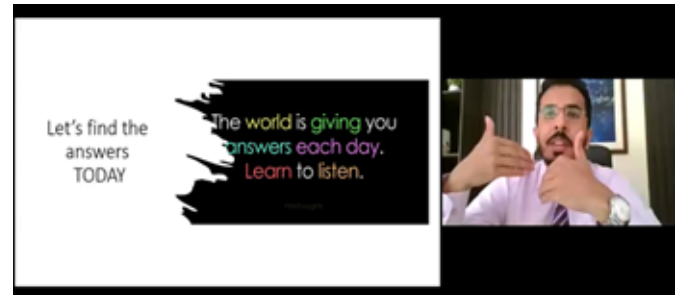
Later, he shared the major areas of Non verbal Behavior and how one could improve Non-verbal Communication Skills. He believed that nonverbal messages are essential component of communication process. One should be aware of non verbal



Mr. Kashif Suhail Malik is Consultant and Master Trainer at IPD. He has done his professional development residency from University of North Carolina Wilmington USA. Mr. Malik has been in management and leadership training for almost 18 years and received national recognition for the patronage of knowledge award from Government of Pakistan. He has been part of UNICEF initiatives on education, consultations on National Standards for Teachers in Pakistan and worked with governments of Punjab and Sindh.

behavior an awareness of nonverbal behavior will allow us to become better receiver of messages and a better sender of signals that reinforce clarity and understanding. Each session was followed by a question answer to make the training more interactive.

At the end of the workshop an online evaluation was carried out. Participants' feedback reflected their satisfaction, new learning and strong will to create pathways that lead to effective management, stimulating environment and new frontiers of knowledge. They also appreciated the efforts of FDA and suggested that such workshops should be conducted on regular basis for further growth and continuing development of the CUI.



PARTICIPANT'S REVIEWS



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I am one of the employees who got the chance to attend the SEED Training Program. The Training was short but very informative and helpful for the professionals; especially the content on communication skills was great and the discussions were truly inspiring.

-Nasir Ali
HR Department



“

It was a very productive training, 3 sessions were conducted. Trainers were focused and make us participate in training by asking question time to time. I Pray for FDA and all trainers, May they all get more success in future endeavor.

-Muhammad Awais
Purchase Officer



“

I would like to thank you for SEED Training Program thorough and well organized training. The material was very interesting and the discussions were truly inspiring. The training was absolutely superb and I genuinely enjoyed each and every moment of it. You have done a wonderful job and I appreciate your efforts.

-Muhammad Idrees Gujjar
Office Superintendent



**SKILLS ENHANCEMENT & EMPLOYEE DEVELOPMENT
(SEED) PROGRAM
WAH CAMPUS
AUG 5, 2021**

INTRODUCTION

Faculty Development Academy organized a day long workshop for admin personnel of CUI Wah Campus on August 5, 2021. The domain experts were called from the twin-cities of Islamabad and Rawalpindi. It was an opportunity for Admin officers to strengthen their knowledge and understanding of Noting and Drafting, Stress Management and Public Speaking skills. A total of 24 participants attended the workshop. The workshop started with the recitation of Holy Quran. Thereafter, on behalf of FDA, one of the FDA member welcomed the participants and briefed them about the objectives and rationale of the workshop.

NOTING AND DRAFTING

Aug 5, 2021

The first session of the day was about 'Noting and Drafting' delivered by Mr. Arshad Ali Chudhary, former Joint Secretary, Ministry of Planning, Development and Special Initiatives, Islamabad. Based on his experience and exposure, Mr. Arshad briefed the group that noting and drafting knowledge is a key component of everyday working of a Government Office. The speaker highlighted that an employee with appropriate noting drafting knowledge is virtually an asset to the office.

He then explained different forms of official communications; Office Memorandum, Memorandum, Letter, D.O. letter, U.O. reference, Office Order, Notification etc. He pointed out that security of official communications is highly important.

Furthermore, he explained the participants that if they have received a file, then they need to find out the issue pertaining to that file to have a plan of action or solution for it. He, then urged that its always good to consult with seniors before proceeding to the next stage. Getting their advice can make their life easier. He reiterated that before writing a single word one must do the background work because without knowing the right context, even the simplest of cases can turn into a complicated mess.

The speaker further elaborated the difference between the draft, formal letter and office files including other forms of correspondence. He also insisted that Noting and drafting is critical as it assists in the decision-making process carried out by the appointed officers. At the end he advised the participants that all notes must be concise and to the point. Later, the questions raised by the audience reflected their active interest and involvement in the talk.



Mr. Arshad Ali Chaudhary, former Joint Secretary, Ministry of Planning, Development and Special Initiatives, Islamabad possess a diversified experience in the Federal Government pertaining to various fields including matters of administration, recruitment, training, career planning, administrative laws, litigation, legal opinion, drafting of Law/ Rules, coordination, procurement, project implementation, PC-I scrutiny/ examination, budgeting and audit issues spanned over 25 years.

STRESS MANAGEMENT

Aug 5, 2021

The second session was about 'Stress Management' taken by Mr. Yasir Afaq, a renowned psychologist. He shared his knowledge, experience and insights with the audience. The speaker believed that 85% of the financial success was due to human personality, ability and only 15 % credit could be given to ones' technical knowledge. He then defined the stress, its types and effects on wellness and performance. According to him, stress is experienced when perceived demands of the environment are greater than the individual's perceived ability to cope.

The speaker highlighted the costs of stress humans pay contrary to a long list of benefits. He also helped participants realize the sources and signs of personal stress and shared how that stress could be reduced. He added that stress and anxiety typically occur when there is a perceived threat and a lack of resources to cope with this threat. In addition, the speaker pointed out that sometimes our jobs become a major source of stress and anxiety in our lives over which we may have limited control.

Referring to stress management, the speaker spoke that workplace stress may affect not only our quality of life, but our ability to do well in our careers. He urged the participants to recognize their stress and triggers how to manage them. He advised the participants in order to manage the stressful situations they should be familiar with coping tips both on and off the job and learn to manage stress through diet, sleep and other lifestyle factors.

The session ended up with an activity where he explained the process and helped participants locate their 'Locus of Control: Current and Ideal Wheel of Life' by identifying one's three top strengths. He further elaborated that locus of control can influence not only how we respond to the events that happen in our life, but also our motivation to take action. He believes that If we hold the keys to our fate, we are more likely to take action to change our situation when needed.



MARHAM.PK

As a critically acclaimed trainer, OD consultant, life coach and entrepreneur, Yasir Masood Afaq contributes to the knowledge economy by employing empirically endorsed insights of Applied Psychology in his workshops, key notes and consultancies.

He practices as a Clinical Psychologist in addition to designing and executing experiential learning and transformational interventions on Work-Life Integration, Cognitive Fitness, Resilient Organizational Culture and Wellness at Work for blue chip Corporate, Public Sector Departments, INGOs and UN agencies.

PUBLIC DEALING

Aug 5, 2021

Third and the last session of the day was on 'Public Dealing' taught by Dr. Muhammad Umar, Assistant Professor, Department of Management Sciences, COMSATS University, Islamabad. Dr. Umar started his session by defining cockroach theory that how do we effectively handle and deal with someone who constantly interrupts us. He then explained that Public dealing involve listening, speaking, observing and empathizing. The speaker stressed that the most important thing in public dealing is to hear what isn't being said and its important to identify time when they have the right to walk away from volatile situation.

In addition, he explained the underlying challenges of public dealing and how to overcome these challenges. He discussed different types of empathy i.e. effective empathy, somatic empathy and cognitive empathy. Later, he taught the coping strategies for dealing with troubling people and difficult situations by describing the essentials of public dealing. Dr. Umar explained the term glassophobia by illustrating that the fear of public speaking is a common form of anxiety. It can range from slight nervousness to paralyzing fear and panic. Many people with this fear avoid public speaking situations altogether. He urged the participants to reinforce and enhance good communications skills. This will increase their effectiveness in all situations where dealing effectively with peers, subordinates, and superiors is required.

Dr. Umar explained the 20/60/20 Rule that 20% of attendees will find our speech/offer positive and will be glad to accept it; 60% of listeners will keep a neutral reaction and won't demonstrate any prominent attitude; 20% of visitors will treat our offer/speech negatively. He advised the participants to make strong and compelling statements and increase their confidence and belief in themselves. He also shared some famous quotations of Jinnah, Albert Einstein and Nelson Mandela. For him its better to be a good listener and communicator and help others focus on interests and not to take positions.

The speaker believed that being a better communicator helped us in our personal as well as professional life. He believed that importance of tone of voice and position helped us to deal with wide range of challenging situations. He then advised the audience to speak publicly in a convincing and confident manner. He insisted them that good communication is the



PhD in market leadership focused on developing social capital and data-driven creative marketing professionalism with over 10 years of academic and marketing experience. Cutting-edge experience in strengthening students and professionals to provide unique campaigns that reach target audiences. Umer recommend a dynamic communication approach whenever possible. Challenges of setting up structures to support communication are understandably complex, but improvement in the communication performance that are achieved by applying unique principles of communication are worth the time and effort.

foundation for being perceived as a credible leader. Moreover, hands-on activities were carried out to help the audience become a skilled public speaker. Through these activities participants Dr. Umar concluded his session by highlighting that no matter how important our speech is, it will never be effective if we don't have a clear structure.



CLOSING CEREMONY

At the end of the workshop, Closing Ceremony was held. FDA appreciated the excellent support, management and hospitality and acknowledged that we were able to complete this program with the cooperation of his team working under his able leadership. Two participants represented the group's views and reflections. They were all appreciated the content, delivery and impact the trainers had made upon them. Thereafter, Dr. Muhammad Abid, Director Wah campus addressed the group and applauded the participants' active interest and involvement in the workshop. He urged them to use their learning in their work settings. Dr. Abid also thanked the trainers for using a fun-based approach for training and delivered new ideas, techniques and tools to accelerate learning. He appreciated Dr. Aneel Salman, In charge Faculty Development Academy (FDA) for organizing the workshop on such an important themes. He also lauded Dr. Aneel for identifying such an experts on the topic and suggested that such workshops should be conducted on regular basis for further growth and continuing development of the CUI.

PARTICIPANTS' REVIEWS



“

This training improved the skill set of staff in terms of noting drafting, stress management and dealing with students.

-Usman Ghani
Wah Campus



**SKILLS ENHANCEMENT & EMPLOYEE DEVELOPMENT
(SEED) PROGRAM
ABBOTTABAD CAMPUS
AUG 10-12, 2021**

INTRODUCTION

A three-day workshop was organized for the Admin Personnel of COMSATS University, CUI Abbottabad campus by Faculty Development Academy (FDA). This workshop was scheduled on the special demand of the said campus and Training Need Assessment (TNA) was conducted before the launch of this training. There were three sessions every day of 90 minutes each. The speakers were called from the Islamabad and other cities. 64 participants from different departments attended the training with zeal and enthusiasm.

The objective of this training was to enrich the careers of administrative members by developing and polishing their skills and work on their capacity building. To achieve the required goals, FDA arranged sessions on different topics like Leader-shift, Team Building, Communication Skills, Emotional Intelligence, Time Management, Use of Modern Governance in Technology etc. These sessions were designed taking in view their daily life personal and professional challenges and how to cope up with different and difficult scenarios.

LEADER-SHIFT

Aug 10, 2021

The training started with the session on Leader-shift. Dr. Aneel Salman, In-charge FDA, an exemplary trainer, a dynamic academician and a freelancer was the worthy speaker of this session. Meaning of Leader-shift was explained by the speaker in the beginning. It may be an influence on other people, team or entire organization or it can be a state of mind. The difference between 'influence' and 'manipulation' was further elaborated the speaker. Influence is a constructive gesture which is used for the advantage of others whereas; manipulation is a destructive notion which is used for self-benefit only. It depends on the leader whether he wants to become an influencer or manipulator.

In order to become a leader or influencer, there are five ways which may be adopted. A person must set practical example first to become a leader. There should be a genuine concern about the people working with you and for you. To become a leader, one must invest their ideas, concerns, and time into other peoples' lives. A leader is the one who shares the success with the whole team and not the one who tries to remain in limelight alone.

The domain expert discussed about the qualities and virtues of a true leader. A real leader always takes the responsibility of everything and continually thanks his team for all tasks performed. He not only focuses on the needs of others, but also builds the trust in everyone. He willingly takes the tasks which others do not want to do. He takes the ownership of difficult chores and focuses not only to achieve goals, but also to ease out, invest his time and develop his team. A leader plays a vital



Aneel Salman hails from zinda dilan-e-Lahore (lively Lahorites). A dynamic academician by day and freelance writer by night, he's a passionate storyteller, reader, traveler, trainer, and eater. He loves connecting people and ideas and helping his students realize their full potential at COMSATS University Islamabad. You can say hello on facebook @Salman.Aneel

role in encouraging his team members.

Leader-shift is mostly innate. A person having traits like incorporating values into others and making others enable to do many things is a leader. A true leader is the one who make others feel optimistic and promising. The worthy speaker well explained the concept of Leader-shift. His session was captivating and mesmerizing, and he fully satisfied the participants by answering their questions.

TEAM BUILDING

Aug 10, 2021

Dr. Mohammad Umer was the speaker for this session. The session started with brainstorming as the speaker asked several questions. He brought up a new concept of 'Cockroach Theory' where he explained that how people respond differently on the presence of such tiny creature. He related the theory with the ability of people to handle problems. It depends on how people take problems in their lives and how they react or respond in different chaotic situations.

The speaker further elaborated the topic by giving several examples of different problematic conditions. Sometimes people react and sometimes they respond. In both conditions either the situation escalates or its calmed down. These situations were then related with the behaviors of team members. Team building depends on the attitude and behavior of all team members. The speaker elaborated that together everyone achieves more. The 'Canoe Theory' was explained by the speaker, and he related it with the team building. Every crew member plays a role to paddle together otherwise he has to get out of the canoe.

Every member must show his personal skills while doing teamwork. A term 'Ergophobia' was also explained by the trainer, which means that a person experiences undue anxiety about the workplace and this effect the teamwork. He further emphasized that in team building every member must maintain a style and expression. Each member must know the other members well. There must be an easy and appropriate communication among all team members. Teamwork keeps a person moving; it makes you think out of the box, it makes you think about all options and alternatives and helps you to achieve the desired goals. It was an extensive session with full involvement of participants.



PhD in market leadership focused on developing social capital and data-driven creative marketing professionalism with over 10 years of academic and marketing experience. Cutting-edge experience in strengthening students and professionals to provide unique campaigns that reach target audiences. Umer recommend a dynamic communication approach whenever possible. Challenges of setting up structures to support communication are understandably complex, but improvement in the communication performance that are achieved by applying unique principles of communication are worth the time and effort.

COMMUNICATION SKILLS

Aug 10, 2021

Mr. Jahangir Ali, a young and devoted trainer conducted a session on Communication Skills. He began with a quote that 'most important communication is to hear what isn't being said'. Then a chain about the topic was discussed which said that your thoughts become your words, the words become your actions. Actions start becoming your habits and habits lead to character building. Finally, character becomes your destiny. Communication is simply the act of transferring information from one place, person or group to another. The key to success in personal and professional relationships lies in the ability to communicate well. The speaker explained the traditional and modern meanings of communication. Previously communication was believed as sending a message and a receiver receiving it. Now it's all about the source of sending a message and the perception of another person.

The speaker further elaborated the three Vs of communication: verbal, vocal and visual. Several quotes regarding keeping communication simple were shared by the speaker. A simple communication is always helpful and better. The term 'glossophobia' was also discussed as it's a common fear among people to talk or to interact with strangers or in public. After that seven Cs of communication were elaborated to the participants. Several qualities of a good communicator were also highlighted by the trainer. Listening in order to understand, seeking feedback, recognizing other's perspectives etc. are some of the traits of a good communicator.

The speaker discussed the non-verbal communication as well by sharing the concept of 'body language'. The most important part in communication is eye contact. Then eyebrows, eyelids, arms, and whole body plays a vital role in communication. A person with closed arms signifies defensive, self-protective or closed-off mode. While a person holding his arms on his waist shows that he's aggressive. These gestures leave a strong impact on the other person as they symbolize nonverbal communication. Then the importance of smile was shared. A smile is an international language and gives the best impression of a person. It is said that you are not fully dressed up if you're not wearing a smile on your face.

The session was very interesting and helped the participants in learning many petty things in detail which are not given due importance in our lives.



Muhammad Jahangir Ali hails from Manchester of Pakistan (Lyallpur, Faisalabad) who is a professional, result oriented well organized, innovative team builder with over 5+ years of proven track record in organizational development with a demonstrated history of working in corporate industry. He has the ability to leverage technical tools and quantitative data to manage campaigns to success. Jahangir is going to enhance our vision with his analytical skills and diverse experience.

EMOTIONAL INTELLIGENCE

Aug 11, 2021

Dr Mohsin Zahid, a compassionate trainer who has been serving several organizations, was the speaker for Emotional Intelligence. There were two consecutive sessions on the given topic. He started his session by posing questions among the participants. What makes a person successful in life? Options like intelligence, education, attitude, personality, family background, childhood circumstance or networking were given to participants to think a person's success in life. The speaker then asked few IQ based simple questions from the participants. He shared the details of Marilyn vos Savant, a lady with highest IQ level of 228.

The domain expert then compared IQ with EQ. For entering any organization, IQ plays a vital role, but for growth and sustainability, EQ is more important. Now a days, people with higher EQ are better leaders. Emotional Intelligence is defined as 'the ability to monitor one's own and others' feelings and emotions, to discriminate among them and to use this information to guide one's thinking and actions'. The term was then explained medically relating it to the brain and its functions. There are four aspects of EI: Intrapersonal Skills, Interpersonal Skills, Adaptability and Resilience.

A questioner was given to the participants which tried to measure the EI of them. Further, it was shared that good mood enhances the ability to think and solve problems whereas; bad mood causes a person to be pessimist and leads to bad decisions. Hope and optimism are other factors which help in the nourishment of EI. The goal of EI is not only to develop more positive relationships at work, but also to empathize. The ability to empathize makes you feel how other person feels emotionally in certain kinds of situation.

Since this topic is very vast, the speaker tried to cover most of its aspects. He made comparison between 'empathy' and 'assertiveness'. He also threw light on 'conflict management' and shared his views about being flexible. Stress management was also covered, and resilience building was also discussed. Developing self-control, controlling disruptive emotions, changing distorted thinking, managing and motivating yourself are also extremely necessary when we talk about EI. Hence nurturing your relationships and improving your social skills makes you successful in life. The sessions were very extensive and the speaker justified the topic by providing ample information.



Mohsin has worked on the projects of top national and multinational companies in Pakistan, including Unilever, Zong, PTCL, Dalda Foods, and Lafarge. As a trainer, Mohsin has conducted more than 400 sessions for the officers of The World Bank, UNDP, USAID, GIZ, ERRA, IFAD, DFID, and for Telecom & Banking sector organizations in Pakistan, United Arab Emirates, Afghanistan, Tajikistan, Sri Lanka, Thailand, and Turkey. He is a certified Master-Trainer by Higher Education Commission and has provided training to the faculty or students of more than twenty-five universities across Pakistan.

ONE MINUTE MANAGEMENT

Aug 11, 2021

Another required topic by the said campus was 'One Minute Management' which was covered by Mr. M. Attique Raza. He is a young trainer and delivers his sessions with zeal. He commenced his session by defining the meaning of Time Management. It refers to the process of organizing and planning how much time you spend on specific activities. It is an essential skill that helps you to keep your work under control and keep your stress to a minimum. The speaker further explained that there are common mistakes which most of the people commit while managing their time. Failing to keep a to-do-list, not setting personal goals, not prioritizing, postponement of tasks, not taking breaks etc. are the few examples of such mistakes.

In order to become more productive, one must be organized and effective. General time management tools were shared with the participants. Focus and concentration are the keys to time management. Focus is the ability to center one's attention and energy on a specific task, activity for a sustained length of time. It allows you to shut the doors to distractions and achieve your goals in a better and quick manner. To develop long-term focus, set meaningful goals, strengthen your self-discipline, and develop good habits. The speaker then elaborated the meaning of word 'important' and related it to the management of time.

Anything that takes you towards your 'strategic vision' is called important. Some activities were performed by the participants making the meaning of strategic vision clearer. The speaker then clarified the difference between 'important' and 'urgent'. People who can keep a balance between important and urgent tasks are more successful. A worksheet 'the art of never being late' was also shared with the participants.

The domain expert stressed on the fact that every person must maintain a To-Do-List on annual, monthly and daily basis. Then these lists should be checked regularly to avoid mismanagement in time. The session was illuminating and made the participants learn and acquire new tools to manage their time.



Mr. Atiq Raza is the C.E.O & Founder of Positive Solutions, Pakistan besides holding other portfolios. His organization aims to bring about positive change on scales ranged from individualist consideration to the societal level. He was awarded "Gold Medal" as an appreciation to his outstanding academic performance.

Alongside the academic engagements Mr. Raza has been deeply involved in the field of training and mentoring for the last 12 years. Besides he has conducted a large no of workshops and seminars to the leading universities of Pakistan.

USE OF MODERN TECHNOLOGY IN GOVERNANCE

Aug 12, 2021

Dr. Kashif Sohail, a consultant and master trainer from IUII was the speaker for 'Use of Modern Technology in Governance'. He opened his session by sharing the aim which said that technology is an integral part of institutional governance. The session was divided into two parts: Governance and Technology. Governance may be defined as the system by which entities are directed and controlled. It is related with the structure and processes for decision making, accountability, control and behavior. Good governance consists of factors like, openness, transparency, integrity, effective collaboration and performance. The domain expert explained the seven pillars of good governance. Over the years the traditional concept of governance has changed to modern governance and governance through technology. Governance through technology is a step ahead from managing the risks to managing the innovative process. The idea of 'anticipatory governance' was also introduced. This is a new concept which says that the way to maximize the present is to anticipate future.

Technology has been intervened in the governance. The reasons for this were elaborated by the speaker. It's like walking ahead of time. The pandemic has taught us that the use of technology is the need of time. Use of technical skills is required by every person. If a person doesn't acquire change, someone else will replace him soon. The world is entering into a 'hybrid world' and the fear of technology must overcome. One must develop the love for e-learning so that he can cope up with the changing world. Over the past 15 years, the world has transformed. Now we have artificial intelligence, big data, intelligence bombs etc. The technology has made the world more user friendly, less time and cost consuming, there's more room for research. This shift is fast and unprecedented.

Learning outcomes were achieved at the end of session. The concept of modern governance, adoption and following of 21st century governance practices and use of technology for better performance was inculcated among the participants.



Mr. Kashif Suhail Malik is Consultant and Master Trainer at IPD. He has done his professional development residency from University of North Carolina Wilmington USA. Mr. Malik has been in management and leadership training for almost 18 years and received national recognition for the patronage of knowledge award from Government of Pakistan. He has been part of UNICEF initiatives on education, consultations on National Standards for Teachers in Pakistan and worked with governments of Punjab and Sindh.

DIRECTOR'S ADDRESS & CLOSING CEREMONY

Aug 12, 2021

Merit Professor Imtiaz Ali Khan, the Director of Abbottabad campus, had an informal session with the participants of the training. He shared his educational journey and lifetime experiences. He involved the participants by sharing his achievements. The Director also discussed about the scholarships. He wanted to break the ice between him and his team members.

A formal closing ceremony was conducted by Ms. Faiqa Anwar, Senior Program Officer from FDA. She thanked the Director for sparing his precious time and gracing the ceremony with his presence. He also distributed shields among the speakers of the day and members of FDA team.



Merit. Prof. Imtiaz Ali Khan, Director, CUI, Abbottabad Campus has diversified experience of teaching and research and management spanned over thirty one years in addition to a large no of publications. He earned his Doctoral degree from University of Bonn, Germany in 2003 under DAAD Sandwich-Scholarship, Post. doc from Chinese Acad. of Agric. Sci., Beijing, China in 2007 under Chinese Government Scholarship and LLB from Islamia College Peshawar in 2017. His educational achievements enabled him to blend his knowledge & skills in fruitful experimentation while working as Director.



PARTICIPANTS' REVIEWS



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Happy to share the feedback for SEED Program! This has been an amazing and enlightening workshop. The activities we undertook over for 3 days made real difference to thoughts and emotions. Totally enjoyed and learned a lot in a comfortable environment. The style and knowledge of the presenters was totally amazing. This was best experience. Highly recommended at least for two times yearly. Many thanks!

**-Haseena Bano
Coordination Officer**



“

It was great 3 days: a time well spent and a time to take as memory. Going through the sessions was just like reviewing my own self, continuously evaluating, and making corrections of myself all the time. It was great to get some time to share myself in terms of knowledge and feelings with the people I work for many years and possibly working for many more to come. This workshop also provided the platform to rethink about our work environment both as individual and as member of team.

**-Adam Zahoor
Manager CCDU**



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All the participants were unanimous in their opinion that all the sessions were well organized and conducted. The speakers were professionally rich and had full command over their topics. They explained the things in very simple but very effective manners that ever participant could easily understand. They asked the Campus administration to hold seminars and organize workshops as regular feature of their career enrichment.

**-Khalida Mushtaq
SMO / A.P, Incharge Medical Center**



“

Having a dynamic experience of more than 15 years, there was much to learn with this training; it enabled me to understand and enhance self-awareness and to set and reach new goals for my career as well as an individual. Overall the workshop curricula was crafted beautifully and it was in accordance to the need of the participants. It would be injustice, if the overall efforts of Faculty Development Academy would not be acknowledged. It was terrific composition of presenters/trainers. I wish this program achieve the heights of success in literal sense by enabling all the employees of CUI system in their professional and personal growth, continuously.

-Salman M. Naeem
Manager, Coordination Office



**SKILLS ENHANCEMENT & EMPLOYEE DEVELOPMENT
(SEED) PROGRAM
ISLAMABAD CAMPUS
SEP 23, 2021**

INTRODUCTION

After the successful completion of SEED program throughout the CUI campuses, 1 – day training was also arranged for the administrative staff of COMSATS University, Islamabad campus on Thursday, September 23, 2021. There were three sessions of 90 minutes each. There were 24 participants from different departments of Islamabad campus. The best domain experts were called to enlighten the participants with their knowledge and experience.

The workshop aimed to bring change in the professional and personal lives of administrative staff by inculcating Communication Skills, Personal Leadership, and attributes of Team Building.

INTERPERSONAL EFFECTIVENESS

Sep 23, 2021

The first session was conducted by Mr. Atiq Raza, a trainer and a mentor for last 12 years. He opened his talk by making the participants realize the importance of the given topic and what were the reasons of attending this training. After this brain storming, the speaker shared the definitions of ‘Persona’ which means ‘image, mask or a face’ and ‘Inter’ which is related to oneself and not with the profession.

The topic was then elaborated by sensitizing people about the concept of human interaction with humans and not with the devices introduced in modern era. The speaker insisted that these days, we humans interact with other humans for their profession and do not value the people. It is important to value the relationships and physical communication rather than keeping oneself bound with the gadgets.

MBTI (Myers – Briggs Type Indicator) a personality testing model was discussed during the session. Several types of personality were highlighted according to this model. Humans are neither dependent nor independent, rather they are inter-dependent. We being humans are designed to be with other humans. A study shows that a normal person watches his/her cell phone for 150 minutes approximately in a day.

At the end of the session, question and answer session was conducted. The speaker tried to satisfy the trainees with his wit and knowledge.



Mr. Atiq Raza is the C.E.O & Founder of Positive Solutions, Pakistan besides holding other portfolios. His organization aims to bring about positive change on scales ranged from individualist consideration to the societal level. He was awarded “Gold Medal” as an appreciation to his outstanding academic performance.

Alongside the academic engagements Mr. Raza has been deeply involved in the field of training and mentoring for the last 12 years. Besides he has conducted a large no of workshops and seminars to the leading universities of Pakistan.

PERSONAL LEADERSHIP

Sep 23, 2021

This heart-warming session was conducted by Dr. Aneel Salman, In-Charge FDA, a passionate storyteller, a dynamic academician, and a zealous trainer. Dr. Aneel boosted the workshop with his skills and expertise. He shared his knowledge about how to change within oneself and bring out the leadership skills which might be innate or can be learnt from the outer sources.

The domain expert shared the attributes of personal leadership. Personal leadership makes a person able to develop and utilize the positive leadership traits and guides the person to the right direction of life. A leader has to have self-awareness, must be focused, encourage strategic thinking and innovation, able to communicate with diversified people and prioritize development goals.

The speaker further shared a four – quadrants model with the participants. This model showed the relationship between 'will' and 'skill' of four categories of people i.e., Monkey, Alpha Wolves, Parasites and Lone Wolves. Monkeys are the kind of workers who are new in an organization. They have high desires to learn and are high performers. Alpha Wolves are usually the leaders with high performance, good values and are visionaries. Whereas Lone Wolves think that they are star performer, but in actual they are stagnant and not ready to absorb any change. The workers with no skill, no will are called Parasites. They have negative political nexus with the lone wolves and are the most insecure people in an organization. Lone wolves poison the enthusiasm of Monkeys.

Dr. Aneel linked the four kinds of people with the workers in any organization. These four kinds of workers exist in all environments. The speaker gave a thought-provoking session and made participants realize their skills and existing positions. It was a thoughtful and fabulous learning experience for the participants and their participation throughout the session made them learn a lot.



Aneel Salman hails from zinda dilan-e-Lahore (lively Lahorites). A dynamic academician by day and freelance writer by night, he's a passionate storyteller, reader, traveler, trainer, and eater. He loves connecting people and ideas and helping his students realize their full potential at COMSATS University Islamabad. You can say hello on facebook @Salman.Aneel

TEAM BUILDING

Sep 23, 2021

Mr. Umer Kamal conducted the session on Team Building. He has a diversified experience of entrepreneurship and has strong analytical, corporate communication and public relation skills. He began his session by explaining his lifetime story and how he became a success story. The trainer quoted the words from Holy Quran meaning: "Surely Allah loves those who struggle for cause in ranks, if they were a solid cemented structure". (61:4)

He related this verse with his topic and made participants clear that this concept is already quoted in our Holy book.

At the very beginning of his session, the domain expert divided the trainees in five groups comprised of 6 people in each group. He called these groups as 'teams' and asked these teams to present various attributes of team building. Further he asked them to describe the pros and cons of team. The speaker shared several characteristics of team building.

He further elaborated that every person has been blessed with a talent. Our job is to identify that talent and work on it. If the natural talent dies off, this makes hurdles in the performance of a person. The speaker shared his views by saying that in a team, there are no subordinates. Everyone must work according to the will and for the betterment of others. All members should be treated equally.

A team must have best communication amongst themselves. The leader of the team should break the targets and divide it into the members of team equally. If you want to enhance the performance of your team, you must transfer confidence into each team member that they are capable of doing everything and they are the best performers.

This session was full of brainstorming. The speaker made every participant to speak up. He made sure that everyone was involved in the session. It was a pleasant and very knowledgeable session.



Mr. Umer Kamal has diversified experience of entrepreneurship, fund raising and grants management. He attended a joint Certificate Social Enterprise Management Programme from LUMS-McGill University. He is the author of first ever Book Draft "Money Penny on Fundraising Techniques & Strategies-2019 and Handy Candy" in depth knowledge & information about over 50 Soft Skills Topics-2019. He has strong analytical, corporate communication and public relation skills. He has conducted large no of corporate training on Fund Raising.

CLOSING CEREMONY

A closing ceremony was conducted at the end of last session. Mr. Laeeq Jaswal from Centre of Policy Studies (CPS) awarded a shield to Mr. Umer Kamal. Two of the participants shared their feedback and comments with the participants.



PARTICIPANTS' REVIEWS



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It was a wonderful idea of organizing SEED program. We learned a lot from all sessions. This sort of workshops must be organized time to time.

-Gulshan Bibi
Research Associate



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It was an outstanding event. Needs to be elaborated what I think is that the time may please be enhanced for at least 2 days and it is suggested that it may be repeated at least twice a year to get maximum benefit out of the training imparted.

Major (Retd.) Muhammad Rashid
Assistant Manager (Services Section)



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I really enjoyed the training. The real life examples used by the trainers made it more informative and easier to relate. There were many take away things which one can quickly and easily apply to our daily routine. The instructors made the whole experience of learning delightful and pleasant for everyone. Hats off to FDA team for organizing a wonderful training sessions.

-Laeeq Hassan Jaswal
Centre of Policy Studies

TOTAL **174** PARTICIPANTS FROM **6** CAMPUSES OF COMSATS UNIVERSITY ISALMABAD

Sr. No.	Campus	No. of Participants
1.	Attock	20
2.	Sahiwal	21
3.	Vehari	21
4.	Wah	24
5.	Abbotabad	64
6.	Islamabad	24



FACULTY DEVELOPMENT ACADEMY
COMSATS UNIVERSITY
ISLAMABAD

Faculty Block-II,
405- 4th Floor Park Road, Chakshahzad
Islamabad

Email: fda@comsats.edu.pk
Phone: +92-51-90495540