



HR GAZETTE

ABUDAWOOD PAKISTAN

VOLUME 12, ISSUE 1

FEBRUARY 10, 2014

Welcome:

- * Mudassir Rafique– Accounting Supervisor, Hyderabad
- * Aamir Wazir– Section Supervisor, Sheikhpura
- * Nauman Ahmed– Unit Manager, Karachi
- * Rizwan Bashir– Unit Manager, Karachi

Farewell:

- * Omer Jawaid– Key Accounts Manager, Lahore

Key Vacancies:

- * Section Manager– Karachi
- * Warehouse Supervisor– Okara
- * Sales Representatives– Karachi, Lahore, Islamabad
- * Supplier Officers- Karachi, Lahore, Islamabad

Send your referrals to HR to assist in filling these vacancies and winning referral reward

No. of referral rewards given last month=2

SNEAK PEAK INTO THE LAST MONTH



Company Calendars-2014

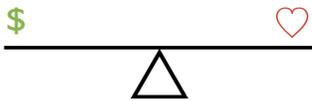
ADP Calendars 2014 were designed by the Management Recruitment team keeping in perspective the values and characteristics of Shaheen, that is our theme for this fiscal year. The main objective being reiteration of the values that we hold close to our hearts with the expectation that our employees walk the talk. HR would like to extend a warm thank you to all districts particularly Lahore and Islamabad for their contribution in generating ideas for the calendars.

Integration of iExpense onto ADP Portal

HR Team, in collaboration with the IT Team, has successfully shifted the *old iExpense* onto the ADP Portal as the new “Expense Tracker”. This system has been designed with a new user interface housing user-friendly features.

This migration from the old Expense Management system (iExpense) to an integrated component within the jurisdiction of the ADP Portal will allow quicker and singular management of expense processing.

Tips for better work-life balance



1. Build downtime into your schedule.

When you plan your week, make it a point to schedule time with your family and friends, and activities that help you recharge.

2. Drop activities that sap your time or energy.

Many people waste their time on activities or people that add no value -- for example, spending too much time at work with a colleague who is constantly venting and gossiping.

3. Get moving.

It's hard to make time for exercise when you have a jam-packed schedule, but it may ultimately help you get more done by boosting your energy level and ability to concentrate.

4. Remember that a little relaxation goes a long way.

Don't assume that you need to make big changes to bring more balance to your life. You can set realistic goals, like leaving the office earlier 1 night per week. Even during a hectic day, you can take 10 or 15 minutes to do something that will recharge your batteries like going for a walk, or listening to music.

5. Make a practice of unplugging

You need to build in uninterrupted thinking to your day, away from technology and the expectation of immediate response. Don't bring your smartphone to bed.

Read of the Month-- "Open Communication"

An interesting concept – what does it truly mean to communicate openly?

- Open communication means having no agenda – yes no agenda. It means being open to what is about to unfold before you.
- Open communication means speaking your truth without holding onto how you want the receiver to respond.
- Open communication means allowing the other person their truth whether you want to hear it or not.
- It means letting go of being right.
- It means allowing the other person the opportunity to be right and to experience a win.
- It is achieved through being aware of what you are really telling someone. What is your body language saying? What is your tone saying? What is your face saying?
- Open communication means listening. Yes really listening. The type of listening that moves the person on the other end because they feel valued and honored.
- It is achieved through being comfortable with silence. So comfortable that there is none of that inane chatter used to fill in spaces.
- It is based on respect and honoring someone.
- It is about grace.
- It is about coming from love and not fear.
- It is about letting go of what you truly believe you need to make your world better and to be open to what is needed by all parties involved.

It is quite possibly the most powerful thing one can really experience and nothing will bring you closer to others or allow you to bring others on board with you. It takes courage to step into the power of open communication. It could quite possibly change you and your organisation.

**Source: Business Blogs*

GROUNDS COVERED

MID YEAR IDP CLOSURE

Mid-year IDP was initiated by the PM team on the new portal. Changes with respect to the managerial section (CLD portion) were rolled out and implemented in midyear review. IDP guidelines were updated according to the new portal and deadlines were clearly communicated. The process stands complete now and ratings have been published on the portal.

EMPLOYEE VEHICLE POLICY

The new Employee Vehicle Policy has been designed, approved and rolled out to establish a consistent and equitable framework across ADP that will govern all aspects concerning the vehicle buy-back option, safety, personal use, insurance, repair and maintenance of company provided vehicles.

ON THE LIGHTER SIDE...

