



Welcome:

- * Muhammad Rehan Rizwan– AM Purchase
- * Fakhar Iqbal– CSL Supervisor, Jaranwala
- * Noman ul Haq– Section Manager Sub D, Multan
- * Haq Nawaz– Warehouse Supervisor, Hyderabad

Farewell:

- * Majid Meer Shaikh– Key Accounts Manager, Lahore

Key Vacancies:

- * Assistant Manager– Finance
- * Sales Representatives– Karachi
- * Store Assistants- Karachi

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

No. of referral rewards given last month=7

SNEAK PEAK INTO THE LAST MONTH



Guest Speaker Session-KSBL

Management Recruitment Team arranged a Guest Speaker Session of the Country Manager at Karachi School of Business and Leadership on February 14th. The topic on which Nael Ahmed shed light on was “Organizational Culture: Beliefs, Values, Norms and their Impact on an Individual’s Success”. Nael gave a brief company introduction and then led a 1 hour 30 minutes session on how vital a good culture is for the individual performance and overall organizational success. He also emphasized upon what Abudawood looks forward to in a young graduate. The session closed with ADP distributing giveaways among the students and KSBL presenting Nael Ahmed with a souvenir

HR Policies & SOPs-Development & Revision

HR Team actively worked upon developing policies and processes from the scratch and re-structuring the existing ones. Every task in every function of HR including Recruitment, Performance Management, Comp & Ben and Services was visited and a policy was made out of it with detailed steps laid sequentially to explain the process involved. HR presented the policies and SOPs to the Country Manager in a full day meeting stretched over 2 days in February which will soon be shared for facilitation and review in the form of a manual.

Time Management Tips for Reducing Stress



Create a balanced schedule. Analyze your schedule, responsibilities, and daily tasks. All work and no play is a recipe for burnout. Try to find a balance between work and family life, social activities and solitary pursuits, daily responsibilities and downtime.

Don't over-commit yourself. Avoid scheduling things back-to-back or trying to fit too much into one day. All too often, we underestimate how long things will take. If you've got too much on your plate, distinguish between the "shoulds" and the "musts." Drop tasks that aren't truly necessary to the bottom of the list or eliminate them entirely.

Try to leave earlier in the morning. Even 10-15 minutes can make the difference between frantically rushing to your desk and having time to ease into your day. Don't add to your stress levels by running late.

Plan regular breaks. Make sure to take short breaks throughout the day to take a walk or sit back and clear your mind. Also try to get away from your desk or work station for lunch. Stepping away from work to briefly relax and recharge will help you be more, not less, productive

Read of the Month-- "10 Ways to Increase Motivation"

1. Make sure you're setting a good example of productivity and cheerfulness. Don't let your own mood distract others from their work.
2. Develop your listening skills. This means using active listening to its fullest potential, not just pretending interest.
3. Be clear about the purpose of the job and the big picture of the company's mission and goals. Make sure everyone knows the big picture and where their team and individual jobs fit in.
4. Don't let your personal likes and dislikes blind you to who is actually productive on the job. Be fair.
5. Don't sweat the small stuff. If you have a good worker who is unexpectedly 10 minutes late in one or two instances, let them know that you expect them to be on time, but don't belabour the point if their work is otherwise above average. Employees are human beings with strengths and weaknesses, not worker robots.
6. Set goals and reward the staff when the goals are achieved. The reward can be as simple as a personalised post-it note stuck to their screen.
7. Be open, friendly, and professional with your 'team'. If they are high performers they deserve to be treated with respect.
8. Make it an atmosphere where doing a good job is recognised and appreciated.
9. Encourage communication among people who have to work together. Employees, peers, mentors, family, friends etc can have great ideas – listen to them and if the idea is good implement it.
10. If you have a problem 'team member', do not avoid the problem. Talk to that person and make sure they know what they're doing wrong, as well as what they're doing right. Make a plan (PIP) to correct problem behaviours. If the person will not or cannot improve after several performance meetings, and it is in your power to do so, terminate their employment. It is very demoralising to others if someone else on the team isn't pulling their weight.

**Source: Business Blogs*

ON THE LIGHTER SIDE...

