



Welcome:

- * Babar Shabbir-Branch Manager, Sukkur
- * Adil Shah- CSL Supervisor, Chakwal
- * Malik Hashim– CSL Supervisor, Abbottabad
- * Mustafeez Ahmed– Section Supervisor, Karachi
- * Abrar Ahmed Durrani– Senior Admin Officer

Farewell:

- * Piyar Ali Lakho– Section Manager, Hyderabad

Key Vacancies:

- * Sales Representative–Rawalpindi
- * Warehouse Supervisor– Okara
- * CSL Officer– Abbottabad
- * Manager Administration– Karachi

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

No. of referral rewards given last month=14

SNEAK PEAK INTO THE LAST MONTH



Internship Awards 2013

The Internship Program 2013 concluded on 15th August. Project presentations were delivered by all 15 interns and were attended by the Country manager in the presence of the relevant Functional Leads and Managers.

The Internship Award Ceremony took place on 1st October to reward the top performers and acknowledge the remaining interns for their overall diligence.

The top 3 Interns were awarded certificates with prizes (HTC mobile as 1st prize, Digital Camera as 2nd prize and iPod Shuffle as 3rd prize) whereas the rest of the interns received goody bags and certificates.

Graduate Trainee Program

ADP's prestigious maiden Graduate Trainee Program commenced last month on September 13th. HR warmly welcomes the bright 5 Graduate Trainees of the year 2013; Hashim Mamsa (CLD), Ayub Maniya (CBD), Abdur Rehman Saleemi (CBD), Ali Rizwan (CSL) and Saad Mirza (CSL). All of them have been placed into their respective functions along with their assigned projects.

THANK A COLLEAGUE



"On 26th June, my bike was knocked down by a truck when I was returning from office. Now Alhamdulillah, I'm back at work. My colleagues were there to encourage and help me get through the ordeal. I want to particularly thank my peer Tauseef Iqbal and RM Muhammad Mushtaq who managed the workload very well and also looked after my hospitalization matters. I truly appreciate Tauseef's & Usman's hard work and their efforts in achieving good execution results. Last but not the least; I'm thankful to all CSL colleagues & ADP management. Even though I was new in ADP family but the way they paid heed to my case, it endorses that they ensure the

Minhaj ul Abedin
Supplier Supervisor
Karachi

COLLABORATIVE GOAL SETTING

Check out <http://www.linkagoal.com/> which is a goal based social network. You can create a goal to accomplish it and get suggestions by others that will assist you towards reaching your goal. You can also help others by adding contributions to their goals.

Read of the Month-- "How to Lead with Attitude"

A positive attitude comes when we are happy, when we are having fun, and when we laugh at ourselves and the situations we find ourselves in.

John Maxwell says, "The key to having a good attitude is the willingness to change." Whether you need to change your own attitude or help another change his or hers, here are eight choices you can make.

Evaluate your present attitude – understand what causes your negative feelings and recognize the feelings in advance so you can manage your attitude.

Realize that faith is stronger than fear

Internalize your purpose – You can get at your purpose by following these three (3) steps daily:

- Write down your goals for the day
- Share your objectives with an encouraging friend, colleague, or team leader
- Take action on your objectives and share results with a friend, colleague, or leader.

Have the desire to change

Live one day at a time – Stop thinking about what happened yesterday. Don't worry about tomorrow, it isn't here yet. Focus on today's goals and the successes that come with their achievements.

Change your thought patterns

Develop good habits

Choose your attitude- Turn-on your positive, work attitude "light switch" before you arrive at work. If you have any challenges in your private life, turn them off before you arrive.

The most important job of a leader is to manage the attitude temperature of both ourselves and our teams. If you can't help a person change their attitude, then it's our job to move them off the bus, free them to their future, and make sure we all don't go insane

*Source: Business Blogs

GROUNDS COVERED

* RENEWAL OF EMPLOYEE RELOCATION POLICY

Employee Relocation Policy has been updated and rolled out organization wide. The policy has been re-designed in a way that all salary adjustments provided at the time of relocation transfers will be treated as a separate transfer allowance in the payslip. This transfer allowance will be a percentage increase derived from an employee's basic pay.

* 3PL PERFORMANCE APPRAISALS

Annual performance appraisal increment for 3PL management staff was disbursed with arrears to reward those who have performed well in past fiscal year

* LEGAL COMPLIANCE

Minimum wages at KPK, Sindh and Punjab were revised as per statutory requirements and will be disbursed effective October with arrears.

ON THE LIGHTER SIDE...

