

# TRAINING ON COMPANY SECRETARIES (UNDER THE COMPANIES ORDINANCE 1984)

Duration - 2 days  
Islamabad: 18<sup>th</sup>-19<sup>th</sup> April, 2017

**Register before 10<sup>th</sup> April, 2017**

**Training Fee:**

PKR 26,500/- per participant (includes training fee, materials and refreshments)

The Companies Ordinance 1984, which is the authority on all aspects of companies, applies to most corporations in Pakistan. Therefore, in order to foster in corporate executives and the legal community, a higher sense of knowledge of systematic and correct secretarial and administrative practices, and to encourage a greater deal of efficiency in such work, Complete Human Resource Solutions (CHRS) is organizing a training on 'Company Secretaries Under the Companies Ordinance 1984'.

Since a company's constitution, its articles and its officers are a fundamental part of the structure of corporate governance under Pakistani legal framework, as laid down by the SECP in its Code of Corporate Governance 2012, this training will focus on broad areas including the responsibilities of a company secretary, the duties of directors and other legal requirements under the Company Ordinance 1984 and the Code of Corporate Governance 2012. By doing so, the training will provide opportunities for interaction amongst participants from varied professions to encourage improved methods of company practices.

## What will the participants learn?

Participants will benefit from enhanced knowledge of:

- Incorporation of a company and its benefits;
- Appointment and duties of company Directors;
- Board's composition and role;
- Significant awareness of the legal responsibilities of a Company Secretary;
- Model memorandum and articles of association;
- SECP's Code of Corporate Governance 2012.

## Who should attend?

This course is essential for company directors, company secretaries, and people working in the area of company law and finance and corporate executives in general. It is also open to those interested in setting up companies.

## Extra Benefits:

In addition to enhanced knowledge about company secretarial practice participants would be given:

- A Training Pack containing the information presented during the training;
- A Certificate of Attendance;
- A chance to interact with professionals in the corporate sector.

## Trainer Profile:

Mr. Waqar Haider Awan is a lawyer by profession and Human Resource Management Expert by experience. He has intensive background of working with prestigious national and international organizations. He has been working for more than Eighteen years in the field of HRM, Capacity Development, Institutional Development, Designing Training and Policy Manuals, Project Cycle Management, Rule of Law, Human Rights and Capacity building of Human Resources and policy design. His experience encompasses a range of areas in developing legal aid provisions, development of social sector and corporate law policies.

He has close interaction with Government functionaries such as Ministry of Law, Ministry of Overseas Pakistanis & Human Resource Development, Justice & Human Rights, and Planning & Development. He holds ability; an energetic, team-focused and result-oriented individual, innate skills and ameliorating the highest standards of organization particularly in the fields of legal aid, human resource management, training and development. He provided his services to Govt, INGOs, UN Agencies, National NGOs, Corporate Law and Academia.

## Discount Policy:

Group discount for participants from the same organization:

- 5% for 3 or more participants
- 10% for 6 or more participants
- Participants from local organizations, FATA, remote areas and those with disabilities are eligible for a 5% discount

For details on how to register please visit [www.chrs.pk](http://www.chrs.pk)  
For further communication please write at: [info@chrs.pk](mailto:info@chrs.pk)



Complete Human Resource Solutions

# MEDIA ENGAGEMENT & MANAGEMENT FOR IMAGE BUILDING

27<sup>th</sup>-28<sup>th</sup> February 2017

Duration  
2 days

**Training Fee:**  
PKR 13,500/- per participant  
(includes training fee, materials and refreshments)

The media has the power to change how your product, business, organization or establishment is perceived by the world and the right use of media can make your success sky rocket. The training on Media Engagement and Management for Image Building will increase your understanding of the ways in which you can use and manage media to promote your image and elevate your success.

CHRS has an outstanding reputation in providing trainings to aspiring individuals who wish to employ the latest, up and coming ways and techniques to excel in the corporate world. Media Engagement and Management for image Building is another such training presenting a multitude of quick and easy to understand options for participants to help build an impressive image to bring in more clients/ customers

## What will the participants learn?

The training aims to help participants understand ways

- To engage media for capacity building and outreach
- To manage media
- To understand media laws
- To handle media in adverse situations
- To build their image
- To advertise their work

## Who should attend?

- Public Relations Professionals
- Digital PR and Social Media
- Corporate Social Responsibility
- Community Relations Personnel
- Content Creation
- Corporate Communications
- SEM/SEO Management
- Marketing Communications
- Internal Communications
- PR Business Development Personnel
- Public Affairs/Issues Management Teams
- Media Relation Professionals
- Researchers
- Analytics Person
- Event Management Professionals

## Extra Benefits:

In addition to enhanced knowledge about strategic leadership practice participants would be given:

- A Training Pack containing the information presented during the training
- A Certificate of Attendance
- A chance to interact with professionals in the corporate sector

## Trainer Profile:

Mr. Khurram Abbas Malik holds Master's Degree in Mass Communications and over 16 years of experience in the Media, media management, trainings and developmental projects/programs in areas of Civil Military Relations, Legislation, Advocacy, Youth, Education, Women rights, implemented by public sector and/or International donors' agencies

Mr. Khurram and his team of experienced facilitators have an outstanding track record in Media Engagement, Management of Image building, training delivery and coaching

## Discount Policy:

Group discount for participants from the same organization:

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# TRAINING ON STRATEGIC HUMAN RESOURCE MANAGEMENT

Duration - 3 days

Dates:  
20<sup>th</sup>-22<sup>nd</sup> March 2017

Location: Islamabad

In modern organizations, Human Resources (HR) cannot limit itself to merely an implementation role. Its approach to managing the function needs to expand in order to truly become a strategic partner in the business.

This course will help you learn about the tools and techniques used in drafting and developing HR strategies. It will also equip you with the knowledge and the skills you need to translate such strategies into actions. Furthermore, the course will enable you to link the HR strategy to that of the organization and provide real value-adding HR solutions, presenting them in a language organizational management understands.

## What will the participants learn?

By the end of the course, participants will be able to:

- List the main cycles in human resources and the critical steps in each
- Define strategic HR management and draft an HR strategy
- Explain the vital Key Performance Indicators (KPIs) which should be constantly monitored in HR
- Assess employee morale and determine a formula for calculating it objectively
- Differentiate between types of turnover and determine how each should be calculated
- Describe the main types of performance management and appraisal rating systems and how and when to use each

## Extra Benefits:

In addition to enhanced knowledge about strategic leadership practice participants would be given:

- A **Training Pack** containing the information presented during the training;
- A Certificate of Attendance;
- A chance to interact with professionals in the corporate sector.

## Trainer Profile:

Mr. Waqar Haider Awan is a lawyer by profession and Human Resource Management Expert by experience. He has intensive background of working with prestigious national and international organizations. He has been working for more than Eighteen years in the field of HRM, Capacity Development, Institutional Development, Designing Training and Policy Manuals, Project Cycle Management, Rule of Law, Human Rights and Capacity building of Human Resources and policy design. His experience encompasses a range of areas in developing legal aid provisions, development of social sector and corporate law policies.

He has close interaction with Government functionaries such as Ministry of Law, Ministry of Overseas Pakistanis & Human Resource Development, Justice & Human Rights, and Planning & Development. He holds ability; an energetic, team-focused and result-oriented individual, innate skills and ameliorating the highest standards of organization particularly in the fields of legal aid, human resource management, training and development. He provided his services to Govt, INGOs, UN Agencies, National NGOs, Corporate Law and Academia.

## Who should attend?

Human Resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. The course is also suitable for those employees who are targeted for development or promotion within the HR function.

## Target Competencies

- Decisive thinking capabilities
- Becoming skilled influencers
- Collaboration
- Drive to deliver
- Courage to challenge
- Becoming role models
- Curiosity to try new possibilities
- Excellent communication skills
- Negotiation skills

- Employee engagement
- Employee relations
- Multitasking
- Discretion and ethics
- Organization

## Training Fee:

PKR 19,500/- per participant  
(includes training fee, materials and refreshments)

## Discount Policy:

Group discount for participants from the same organization:

- 5% for 3 or more participants
- 10% for 6 or more participants
- Participants from local organizations, FATA, remote areas and those with disabilities are eligible for a 5% discount



# TRAINING ON STRATEGIC LEADERSHIP SKILLS

**Duration**  
**2 days**

**Dates:**  
**14<sup>th</sup>-15<sup>th</sup> March 2017**

**Location: Islamabad**

The skills and behaviour that are needed to implement business strategy and create the desired team or organizational culture are often omitted from traditional leadership training.

By leaving out connected leadership and leadership culture, training overlooks what makes leadership come alive, and the factors that often determine whether strategies and plans will actually be achieved.

The collective leadership capabilities of leaders acting together in groups and across boundaries facilitates the implementation of strategies, resolution of problems, improved resilience to threats, adaption to change and support for innovation.

The course will help participants:

- collaborate across boundaries
- engage employees in strategic outcomes
- accept responsibility for team results
- create opportunities for others to lead and
- learn how to learn and grow as successful leaders

## What will the participants learn?

On completion of this course participants will be able to demonstrate collective strategic leadership capabilities such as:

- generating team/organisational alignment and commitment
- collaborating across internal or external boundaries
- engaging employees in decision making
- leading the team to change and innovate
- working together to grow the business in new markets/services
- ensuring compliance/transparency requiring a consistent set of values, beliefs and actions
- developing talent on behalf of the organisation, rather than for individual units

## Who should attend?

This course is designed to provide executive leadership training for first level and midlevel managers, executives and directors who lead others

with managerial responsibility. It will benefit executives, directors who require strong decision making skills and the ability to lead and motivate others.

## Extra Benefits:

In addition to enhanced knowledge about strategic leadership practice participants would be given:

- A **Training Pack** containing the information presented during the training;
- A Certificate of Attendance;
- A chance to interact with professionals in the corporate sector.

## Training Fee:

PKR 16,500/- per participant (includes training fee, materials and refreshments)

## Discount Policy:

Group discount for participants from the same organization:

- 5% for 3 or more participants
- 10% for 6 or more participants
- Participants from local organizations, FATA, remote areas and those with disabilities are eligible for a 5% discount

## Trainer Profile:

Mr. Asmat Ullah has more than 25 years of experience in program management, capacity building, organizational development and research activities. He holds an M.Phil. degree in Mass Communication. He carried out and supervised national level research studies, training needs assessments, baselines and end of program evaluations for prestigious organizations like ILO, UNICEF, Islamic Relief, UNDP to name a few.

As a trainer in human and institutional development, public and private sectors his areas of specialization are social mobilization, project management, research, emergency preparedness & response, communication, participatory approaches, leadership and team building, strategic planning, devolution, report & proposal writing, institutional strengthening and organizational development.

# TRAINING ON SOCIAL MEDIA FOR BUSINESS DEVELOPMENT

Date:  
09 March, 2017

The 21st century is an era of technology and speed. The world has become a race track where everyone strives to be the first to reach the finish line and begin the next lap. One cannot rely on obsolete ways of developing business if one wishes to get ahead of the crowd. Keeping this in mind, CHRS has launched the Social Media for Business Development Training.

This training will teach participants how to think strategically about leveraging these two core social media tools. It will demonstrate to participants how to drive awareness of their business and develop relationships with prospects and existing customers. It will highlight the power of using networked platforms in propagating their message to a wide audience which otherwise could only be achieved through big budget advertising. This training aims to teach participants the methods and techniques using which they can significantly increase their profits and make progress by leaps and bounds through the fastest channel. The training will equip them with the knowledge of social media networks and how to employ them for business promotion and development.

## What will the participants learn?

The participants will emerge from the trainings knowing how to employ social media:

- To increase service/product awareness
- To reach maximum number of potential clients/customers
- To gain valuable customer insight
- To increase brand endorsement
- To run targeted ads with real time results
- To improve customer satisfaction by providing easy accessibility
- To share updates faster and for free
- To establish good PR
- To increase website traffic
- To make your product/ services look attractive and appealing
- Demonstrate how to create engaging content that is relevant to a specific target audience.

## Who will attend?

This training is especially designed for marketers, communicators, business owners, entrepreneurs, individuals who wish to promote their work and talent and those looking to up skill in how to use social media effectively as a business tool.

## Additional Benefits

Participants will get training packs containing the training contents, presentations and other relevant materials. Trainees will also get certificates acknowledging their participation. Most importantly, this training will be an opportunity for entrepreneurs to meet others from their field, learn from their experiences and build connections which will be helpful in their future.

## Training Fee:

PKR 8,500/- per participant (includes training fee, materials and refreshments)

## Discount Policy:

Group discount for participants from the same organization

- 5% for 3 or more participants
- 10% for 6 or more participants
- Participants from local organizations, FATA, remote areas and those with disabilities are eligible for a 5% discount

## Trainer Profile:

Mr. Khuram Abbas Malik holds a Master's degree in Mass Communications and over 16 years of experience in social media management, trainings and public relations. He has worked for Civil Military Relations, implemented international human rights, and worked for eight years. He also has a background in public relations and has also developed a strong network of contacts in the public sector, PILD, Com, and has worked with many international NGOs and media. He has been invited to give presentations at official visits, international conferences and natural disasters.