



The Institute of
Chartered Accountants
of Pakistan

CA
PAKISTAN

**Northern Regional Committee of ICAP and
Southern Regional Committee of ICAP**

Wednesday, March 18, 2020

Webinar on

“How can I get all this “stuff” done! Time & Organizational Skills Workshop”

Despite being one of the most fundamental professional skills, time management remains front and center as one of the most frustrating challenges when managing staff, collaborating with co-workers and managing yourself. As the late, Stephen Covey stated, “most of us spend too much time on what’s urgent and not enough time on what’s important”. The paradox is no matter how efficiently a job is done, if it is the wrong job, it will not be effective.

Developing good Time & Organizational Skills is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of your professional and personal lives. In this mini workshop, you will be given some tools and ideas necessary in developing better Organizational Skills.

Keeping in view the significance of the topic for the members. The Northern Regional Committee of ICAP and Southern Regional Committee of ICAP have jointly arrange the live webinar **on March 24, 2020 at 09:00pm Pakistan Standard Time with Mr. John Whitehead.**

In this live webinar, you will further learn how to organize yourself by prioritizing your time and daily tasks, what are some of the options you can use, what works for you and Leave with a tool you can use right away.

You can log on and watch from your home, office etc anywhere per your comfort. Please follow registration link for attending the webinar.

The details of the webinar are as follows:

Date	Tuesday, March 24, 2020
Venue	Through Online
Speaker	Mr. John Whitehead (Profile Attached)
Timing	09:00pm to 10:30pm(PST)
Fee	Free of Charge for ICAP Members
Credit Hours	1.5 Hours
Ph. No.	(051)-111-000-422 Ext.629 (Mr. Asad Ali , ICAP Islamabad), 0301-5464953
Registration Link	http://icap.knowledgenow.info/index.php/component/virtuemart/webinar?wid=1136

Please register at the aforesaid link at the earliest (free of charge) so that your login credentials can be conveniently shared with you in time and thereafter CPD hours credited to your CPD balance.

Rafqat Hussain – FCA
Chairman
Northern Regional Committee - ICAP

Adnan Rizvi- FCA
CPD Convener
Southern Regional Committee - ICAP

Speaker Profile

Mr. John Whitehead

John Whitehead is an experienced leader, facilitator and certified executive coach (ICF) with over 40 years of senior leadership and management experience.

John has held senior operational positions with national organizations achieving significant recognition for his results. Along with his coaching practice John is currently a Corporate Trainer at Okanagan College, British Columbia, Canada and an Adjunct Professor at the Faculty of Management, University of British Columbia, Okanagan, and travels internationally including Europe and the Middle East facilitating leadership workshops. John describes himself as a continuous learner, motivated to learn more so that he can better help others achieve their goals.

John's clients have included senior and emerging leaders in various industries including major utilities, mining, sports, Hi-Tech, entertainment, fitness, construction, retail and direct sales along with coaching other coaches and training professionals.