**Course Facilitator:** Saadi Insha

- Understand work-life balance and explore causes of imbalance
- Identify our highest personal values, roles, aspirations and goals
- Achieve harmony and inner peace through values-goals alignment
- Debunk faulty assumptions and broken paradigms about work, time management and personal productivity
- Apply ‘three filters’ to end time famine at work - once and for all
- Leverage the law of the ‘vital few’ to achieve more with less in every sphere of our life
- Erect three essential pillars to promote work-life balance in organizations

**Broad Outline:**

**Course Overview:**
Most of us are working increasingly long hours and find that there is very little time available for anything else - even ourselves! Tired, stressed and overwhelmed we yearn for a life that includes more time for family, recreation, professional development, community service or even just regular exercise.

This workshop will equip participants with extraordinary insights, tools and strategies to overcome the daily drain, improve their efficiency and effectiveness and perhaps most importantly, redesign their life so that whoever and whatever is important to them, gets the time and attention they deserve.

**Who Must Attend?**
This workshop is useful for managers and team leaders at all levels in every organization who wish to restore and maintain a healthy work-life balance.

**For Registration**
Tel: 021-34536315, 021-34520093, Fax: 021-4520708
E-mail: register@octara.com, info@octara.com
www.octara.com
Variance in the course fee will be invoiced or adjusted accordingly.

Delegates may transfer to another course to be run within 6 months.

Substitutions may be made at any time. Notwithstanding the above, given. Cancellations must be confirmed by letter, fax or email.

Before a course, a Cancellation Fee of 25% of the course fee is payable.

If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable.

Our Cancellation Policy is activated as soon as the duly filled signed form is returned. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable.

Corporate participants throughout Pakistan have described his workshops as ‘superb’, ‘inspirational’, ‘thought provoking’ and ‘outstanding’. He packs his trainings with rich, result oriented content, engaging activities and topical humor and is known for communicating with a zest and energy that is highly contagious.

Since 2001, Saadi has trained thousands of managers of leading national and multinational organizations through his acclaimed public and private workshops. He has also been invited as a Guest Speaker by various universities and professional forums. Saadi is an MBA and a Gold Medalist from the Institute of Business Administration and has worked for three different industries.

A firm believer in continuous learning, he has attended numerous personal and professional development programs including Training as a Trainer and Facilitator at the Singapore Institute of Management. In February 2007, Saadi left MCB Bank where he was the Training Manager to work as an independent Trainer. He now conducts public workshops and in-house trainings for organizations that wish to inspire, energize and empower their teams to reach new heights of achievements.

**Workshop Investment**

**PKR 9,500/- per participant**

10% Group Discount on 2+ nominees

Course material, Octara certificate, lunch, refreshments & business networking

**Registration & Payment Options**

- E-mail or Fax your nomination(s) to:
  
  E-mail: register@octara.com, info@octara.com
  
  Fax: 021-34520708, 021-34546639

- Send us your:
  
  Name | Designation | Organization
  
  Mailing Address | Phone, Fax and E-Mail

- Send your cheque in favor of “Octara Private Limited” to:
  
  Muhammad Imran Anwer
  
  Octara Private Limited, 2/E-37, Block-6, P.E.C.H.S., Karachi.
  
  Tel: 021-34534261, 021-34536315, Cell: 0321-2670041

To receive this flyer by e-mail drop us a line at info@octara.com

To view reports on our past training workshops and events logon to www.octara.com

**Registration Note**

Participation will be confirmed subject to receipt of payment.

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**Upcoming Programs**

**Book your seat TODAY!**

**Managing the Training Function**

Paul Walsh, UK

October 2010, Karachi & Lahore

**Training Needs Analysis**

Paul Walsh, UK

October 2010, Karachi & Lahore

**Budgeting and Budget Control of The HR Function**

Paul Walsh, UK

Nov. 2010, Karachi & Lahore

**Creating ROI on HR Initiatives**

Paul Walsh, UK

Nov. 2010, Karachi & Lahore

**Mind maps at work!**

Sandra Reeves, Singapore

Nov. 2010, Karachi & Lahore

**The Customer is King Series**

Sandra Reeves, Singapore

Nov. 2010, Karachi & Lahore

**Staying in the Helicopter® and lead effectively**

Roger Harrop, UK

November 2010, Karachi, Lahore & Islamabad

*Octara reserves the right to change courses, dates, content or method of presentation.*

**Course Facilitator**

Saadi Insha

A leading trainer, seminar leader and motivational speaker, Saadi is passionate about helping people reach their highest potential and become their best selves.

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- Send us your:
  
  Name | Designation | Organization
  
  Mailing Address | Phone, Fax and E-Mail

- Send your cheque in favor of “Octara Private Limited” to:
  
  Muhammad Imran Anwer
  
  Octara Private Limited, 2/E-37, Block-6, P.E.C.H.S., Karachi.
  
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