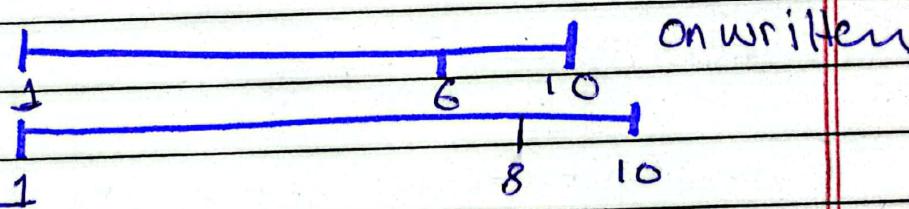
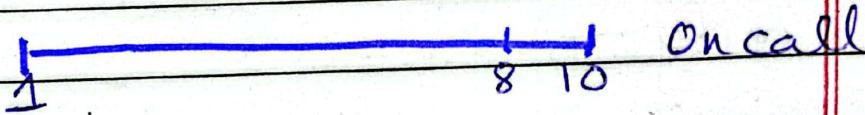
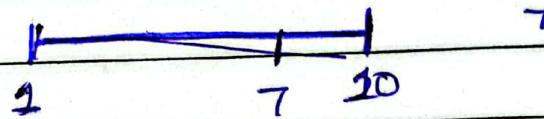


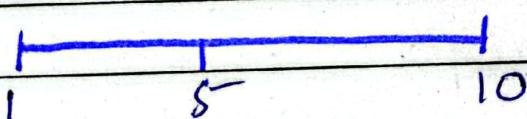
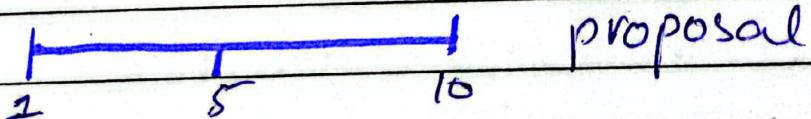
Lec:1

Professional Practices.

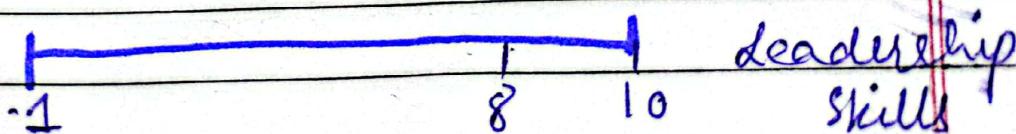
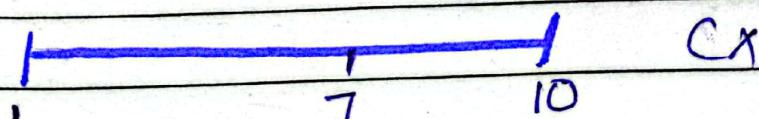
- Soft skills rather than technical skills
- Communication skills (King skills)



meeting how to go up how to leave. Leave.



Summary of report & report.

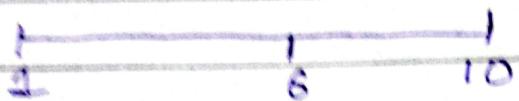


Date: _____



Team member:

Time Management:-



Time management & communication skills are essential

Priority — Main thing
preferred

Controllable — Control Karna hai

Foundation to get knowledge
or learn it:
Obedience.

Emotional Management:

In some situations

→ either you response or react.

React

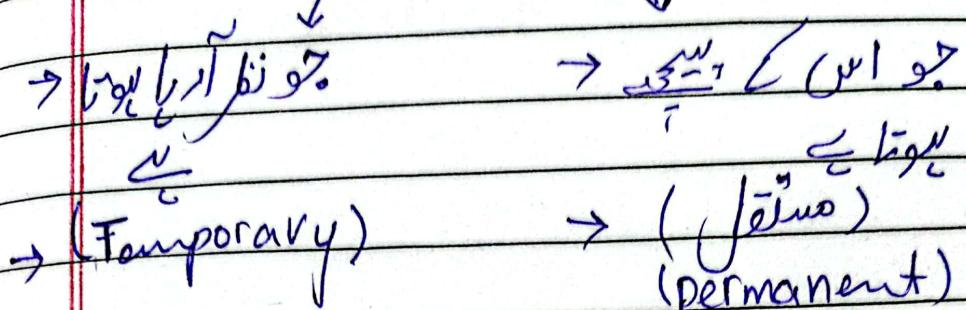
Response

↓
by difficult *عفیف، مجبور*
G-E *جیسا گھوٹ*
see ka waqfa.

Date: _____

Response → positive Action.

Behaviour / Attitude:



Tips for Anger management:

Ways to deal with anger: Relaxation (Sabqat), etc.

Emotional Management na hone
se irritation ajeti anxiety,
frustration, organs perfectly kam
nhi karte.

Mental → Physical

Technology Management:

AI: - With AI or without AI

Productivity \rightarrow High Quality

Mail merge: Content same uper
name change hoi
(everyone name).

Date: _____

Lecture: 2

Professional Practices

list:

There is 17 skills on website
(skill you need)

H.W (How to improve the
skills?)

Now we are discussing 7 skills

"Communication skills"

Leadership skill / Anti leadership skill

Anger management skill

Problem solving skill

Finance management skill

Technology " "

Negotiations (sub skills of comm. skills)

H.W → Find weak areas (There is 7 skills)

Practices

① Ethics

②

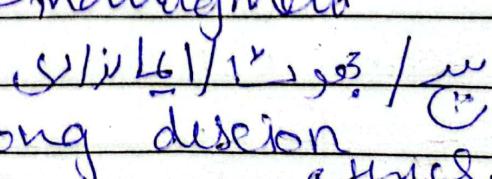
Ethiquettes

③ Ethics

Umbrella

Manner

→ They are interconnected but not same.

① Ethics: 

→ right / wrong decision ethics.

Date: _____

They are universal.
Ethics as umbrella on
this 3B type.

How Universal ethics set?
make list

② Attiquities:

Decide rules for different works
Email for dress code.

→ Decide karan, ^{cultus}
manner ka attiquities mein

③ Manner:-

Execution of rules
decide in attiquities.

Foundations →?

(for all we use in
practices)

(Time management is also the
foundation skill)

Thinking → Decision → Actions
(Thinking Making Actions)

There is nothing without this
foundation.

Date: _____

Sources:

Job (Business)

- ① Environment (Family, Friends, uni, etc)
Social Media

|
↳ (أي (يُسلِّمُ بِجَزْءٍ))

↳ Books, TV, Teachers, Minnows (our)
Events, Job fair, Book fair

Negative Thinking → for analysis (only)
Positive Thinking → Decision making.

→ Time mgmt is also foundation.
Still it comes from +ve thinking -



Ethics eg — up to us to do what we will

Allegies eg — if decide Rule / لـ

Manners eg — Rules of Manners

T

Date: _____

H.W

Skills (16 to 17)

Scale

1)	Communication skills	8/9
2)	Leadership & Team management skills	8
3)	Anger Management	7
4)	Problem Solving	8
5)	Finance Mgmt	7
6)	Technology mgmt -	7
7)	Negotiations	7
8)	Emotional Intelligence	7
9)	Learning skills	8
10)	Stress Management	8
11)	Planning & Organizing	9
12)	Teaching & Coaching	8

Date: _____

HHL Universal Ethics:

- 1- Respect for human dignity
- 2- Honesty & Integrity
- 3- Fairness & justice
- 4- Responsibility & accountability
- 5- Comparison & empathy
- 6- Do not harm
- 7- Do good.
- 8- Autonomy & reaction Freedom
- 9- Sustainability
- 10- Universal truth & wisdom

Date: _____

Lecture: 3

To deal with Teacher:

Ethics:

प्रश्नों का उत्तर देने की
सुनिश्चित विवरण

Highest level will be obedience

Attitudes:-

Discussion only for purpose of
knowledge.

पूछने का उत्तम
teacher's own

Don't tell a mistake to him

Manners:

How to sit take time from
teacher.

Ethics of washroom:

- Washroom must be remainants
usable after the use

Attitudes:

Principle

what water should be wipe out

H.W = List down the chores according to Time management matrix

Date: _____

H.W (World economic form)

- * Place Towel at right position.
- * Throw the tissue.

Skills you need in 2027?

Life Skills:

Time Management Matrix:

First step is do your own analysis.

	Urgent	Not Urgent
Imp	Assignment Deadlines Bill Payment	Syllabus Covered
Not Imp	Quick email Interruption	Hobbies Using phone for scrolling

Management:-

Manage the resources in optimal level.

Wise use of time
less time

Zalm is MisManagement.

white board 2nd room 11 am.

1st floor 1st room 10 am

Date: _____

Things should be organize or sorted.

Time Management is the ~~the~~ mother of skill.

In management or in everything intentions play a vital role (عزم)

فی عز (عزم) / ای رجی - عزم

عملیاتیں کرنے والے اور کسی نہ کرنے والے

Efforts make changes.

Activities of Daily routine. - H.W

Date: _____

Imp

Urgent ①

- No first
- No compromise
- Top priority

Not Imp

Bills

Driver
cooking

③ Delegate

② No Urgent

Spiritualism
Schedule

- Plans
- Prob. making
- Time, flexible, Investment

④

Dont DO

Time waster's
Social Media.

White poison: Sugar
Salt
Flour

Minimize the use.

Spiritualism:

شُعُور

الله بـ سـمـاـءـةـ تـعـاقـبـ بـعـدـ خـلـقـ وـالـلـهـوـنـاـ حـاجـاتـ

عـادـارـ بـيـنـ حـقـوقـ الـعـبـادـ

عـادـارـتـ جـنـبـ حـقـوقـ بـعـدـ عـادـارـتـ

Ibadat or Naqbi without
showoff.

Date: _____

Daily Routine Activities

- Wakeup — 6:30 / 6:15
- Fajar — 5min
- Washroom — 10 min | 5min
- Get ready uni — 7 to 7:25
- Breakfast — 2 min
- Travel to uni —
- Attend class — 8:30 — 12:45
- Go home — 1:30 reached home.
- Change clothes — 2-15 min
- Kill time — 1 hour / $\frac{1}{2}$ hour phone
- Dzuhur — 5min
- Lunch — 5min.
- Kill time —

Important:

preferences: (Wabawis)
- writing & art

Urgent:

- writing & art

Time limit include:

Date: _____

Lecture 4

Communication Skills:

Elder —

youngest

kids.

~~Electronics~~

T in pakistan Technology is over

g+

Entertainment

hi.

Mobile

I'm up to my neck

Practice Practice Practice to
improve communication skills.

Etiquettes & Manners of Communication
Skills:

- 1) Speaking
- 2) Writing
- 3) Listening

Date: _____

93% — Non-Verbal Communication.
7% — Verbal Communication.

Universal language — 5 universal
of words , (JL)

1.) Speaking:

- No Grammar issues — Tenses should be clear.
- Vocabulary should be good.

2.) Writing:

- ① Hard form letter
- ② Email
- ③ What's app
- ④ Call

If meeting on 27 Feb and today is 19 Feb:

- ① Then letter should in hard form should be written before 72 hours.
- ② Email before 48 hours.
- ③ What's app before 4 hours.
- ④ Call before at least 1 hour.

→ Format kiburiad de istemal keni hoi

Date: _____

Mail Merge

जीजा से उड़ान 1000
APP जलाना है क्या
जीजा कुमार है तो

Mr.

Dr. M. Hassan

Eng Fazal

Mrs. — married.

गिरावट की जगह

MR

गोकी

जर्रतवासी

Miss! Ms — अगलपंथी की मरीज
हो या सिंगल.

Madam!

Salutation —

बैर प्लू

Wishes
regards

Email bht + VC
हाइर रेलिशनशिप
bht close हो ला.
अंधोगी

Best Regards

Common

नो
किसी विषय की
उसे
नोट्टा

Kind Regards:

Superordinate

Subordinate KO

नोट्टा हो या टेक्चर

Date: _____

apne student ko
dete hain

Sandwich Rule:-

After Salutation
when you message
someone before msg
write something good
जीस पीज जूल

परिमेस जबकहताम
होजायेतो औं पे परिम
मत्काम ★
गादो

Toast Master:

It's a organization of
Communication skills

They did competition about
presentations;

Wazir Ali	Islam fayyaz Ahmed	Samena perzada.
	Tony Robbins	Zia Mohiuddin
	Les Brown	Sarfraz shahzad
	Jonse Maxwell	Best
	Sono Sharma	Speakers
	Maheshwari	Bushra Ansari
	Qasim Alistar	Moin Akhter

Date: _____

Lecture 5

Communication Etiquette & Manners:

- When asked then speak.
(Judgmental personality) jo fazool a mashwara dete
Mashwara dene se pehle khud
ko evaluate karein.

- Use formal & courteous language.

بے لذتیں کوئی کسی کا سوال
Baat hamisha politik way mei honi
chahiye.

کوئی کسی کا سوال نہیں
کوئی جسمانی

- Use appropriate solicitude.

use اپنے اپنے اپنے اپنے
hotel :
jese Dr Sahab.

- How to interrupt — Jup in main point of speaking

کوئی Meeting میں add
hand raise کی points کی add

Date: _____

* the word sorry to cut you
is unethical.

Jahan ap interview kar rhe
ho wahan hamraise acha
ne lagta to wahan pause
chhodlein phir baat interrupt
karen

5- How to criticize?

* Direct Mukhatib kiye bagair
general way mei baat kri
dariye (tanqeed)

~~Criticize~~ → ① Positive tareef se
Point baat kri
jis mei courteous
language use
karni
tanqeed kerti
wajt
at the end
phir appreciation
deni

जी वाला बात करे जी

बोले जी आप जी सोले जी

जी फैसला ले लो - as a tool

90% clance issue solved

Date: _____

→ 5th

बूँदी बोस्टि विशेषज्ञ

अपनी React & प्रॉफेसियल लाइफ में यह दो बड़े

लिंक हैं। जो एक समर्थक और दूसरा

* Acceptance — ego को
(accept your
mistakes) mara diya.

Sacrifice सोशल डिसेन्ट्रल

— सोशल
* Relationship needs
sacrifice -
Compromise.

* Never ends the Relation.

* Agar esijga agye hain

जहां rights नहीं chalsakte
to unhe avoid karein
karein khatam na.

karein (milna juna kam
kardein)

Mock interviews सेवन।

Date: _____

H.W. Presentation

+

Recording

10-3-25

Lecture 9:-

⇒ 1. Write in one's own handwriting
⇒ 2. Listen & speak

These are the execution steps.

⇒ 1. Listen & speak in one's own handwriting

Etiquettes & Manners :-

Listening :-

Most difficult skill.

Jab sunte hain to attention
ke sath sunte hain ya formality
(you) tor par sunte hain

You can't improve your speaking
& writing by improving
listening

Date: _____

Professional Practices

A good listener qualities :-

- patience.
- Maturity
- Calmness
- * Show complete attention when you are listening to someone.
- * Don't interrupt.
- * Give affirmations.

Compound effect:-

جوابیہ ایجاد کرنے والے مکمل ایجاد کرنے والے
Compound effect کو تصور کریں۔

Purity honi chahiye khaloos
honai chahiye dikhawa nahi
hona chahiye.

H.W — No of expression in face?

Expression ka istemal kese
or karvan hona hai haan.

Urdu Row میں پڑھنے والے ایک دن

Date:

Kisi Ko Nahi Aata

- * In sab points mai khaloos DR adabs ki umbbella lagai na

17/3/25

Management:

لیڈ مانیجمنٹ سب کو جیسے

Leadership:

لیڈر کوئی کوئی کو جیسے

Team Management:

لیڈ پر ٹیم

check or identify those things which is controllable and which are not controllable.

Vital characteristic of leadership is Mil jne ka karna.

Leader is Khalis leader is Khalis of belows.
belows

Date: _____

→ Lists of ideal leader.

- Vision (بیانی)
- Motivator, Good qualities, سخن دلخواز روزگاری Pakkafrada
- Dil ka naranj حارن پرسر جان

Reading Assignments

C.
John ~~Steve~~ Maxwell

5 level of leadership

Date: _____

30/3/2025

19 March / 25

5 levels of leadership

1- Positions:

- People follow because of authority
- Good or bad se koi faraq nahi pata.

Leadership:

The nucleus of leadership
is followership

Starting level
Right

Characteristics

People follow because they
have to do.

Follower — بیکاری

2- Permission:

مختار (مختار) کیوں جائے رہے۔
مختار کیوں کروں کیے۔

مختار کیوں کیا کرے۔

Date: _____

→ To become a good leader:

→ First, Analyze your personality
personality chart, Integrity, Values.

③ Production:

Every person is a
leader wherever ever he/she
is.

People Development:

+ If you justify your responsibilities
then you are already ^{quality} ahead.

NOTE

Assignment:

Find leaders in different
domain who is doing people
development:

Software; sports, politics, business
leader; etc., auto, education

Date: _____

5 - Pinnacle:

Perfect level

Only Hazrat Muhammad
(S.A.W) is on
pinnacle level.

Phases of Team Building:-

Members

- 1- Communication *
- 2- Your Role.
- 3- Mutual Understanding.
- 4- Who you want to be the part of Team?

Group	Team
Hote to sab	Sare members
akhati hain	ka goal ek
par sab apna	hota hai
apne motives	sab cke cheez
ke liye kam	keliye shagbe
krke	
Achievement & results always come with Team.	

Topics:

1- Time Management: ~~into~~ quadrants detail

2- Differentiation among ethics attitudes & manners

3- Leadership & Team Management.

• Model عالم اقیال شرکت

• MOL Model of leadership

• 5 levels of leadership

Tuckman

• model of Team management

4- Communication.

- speaking
- writing
- listening.

Convert hard sentences to soft

45

Date: _____

Bharas task kam waqt mei
karna ho to solution is
team management.

Phases of Team Building:

Team Formation.

- ① kistrann ke log chahiye
kis skill ke harhiil log
chahiye.
- ② skill set ke liye persons
- ③ Resource.

- 1- Ability (قدرتی ای و جوں)
- 2- knowledge / skill. (kyashii Develop)
- 3- Experience. (Advantage ke
apke ese resource person hain
jo tajurba rakhte hoon)

After team build leader
gives a orientation.

- ① Forming — Leader apne kam
wala data ap ko
chit chat ke liye
logon ke saath chordata
hui for coordination.

Date: _____

② Performing

③ Closing.

Roles:-

قراریٰ قبضے والا ہو۔

1- Roles of Team Member:

- Cooperative & supportive. (سماں وار سماں purity)
- Regular. You will have to sacrifice
- Order & obey (پیغام)

Proof or Justify your character.
[Strong]

2- Role of Team Leader:

* Koi esa hogaam nahi dena
team member ko asoolon ke khilaf
ho ghalat ho.

* Everyone need to work
on Leadership

* Justify your character
[Matlab apne kam se.

* Character should be strong.

* Logon se kam kare skill hoi

Down to earth (سچا) key to
success