

HR Communique'

ITL Head Office

April '18- June '18



Highlights of The Quarter

International Textile Limited



In the name of ALLAH, the most Gracious, the most Merciful

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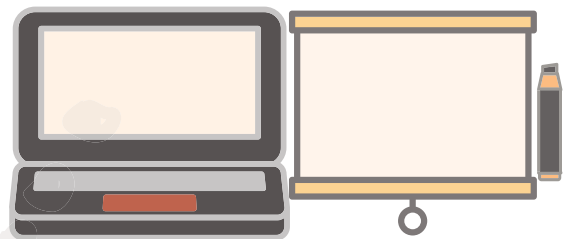


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Training & Awareness Sessions



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2nd Session on 7 Success Habits



Based on the proven principles found in Dr. Stephen R. Covey's Best Selling Business Book "The Seven Habits of Highly Effective People", this training helps the organization achieve sustained superior results by focusing on making individuals and leaders more Effective

**TRAINER
A44AZ RIZVI**

5S methodology for new hires



A basic awareness session was conducted at ITL Head Office to familiarize the new appointees of the basics of 5s standards along with the benefits and time savings that it brings in order to ensure their compliance with 5S standards.

TRAINER
A44AZ RIZVI

Session on the Selling Process



A training session of Marketing Personnel from both Head Office and factory was conducted at Head Office focused on improving The Selling Process through the Strategies for Relationship Building, familiarizing with the Sales Mistakes and to improve the Retention of the present customers while gaining new.

**TRAINER
A44AZ RIZVI**

Welcome on Board

Mrs. Antonette Lobo



Ms. Antonette Lobo has joined the International Textile Limited as Front Desk Officer, for our General Administrative Department. Previously she was associated with Reon Energy Limited as Executive Customer Relations.

Mr. Muhammad Farhan



Mr. Muhammad Farhan has joined the International Textile Limited as Office Attendant, for our General Admin Department Farhan was previously working with ConPak in Packing Department.

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Donation Drive at Head Office



Corporate HR team initiated the donation drive to support Indus Hospital **Brick for Life** Campaign in collaboration with Operations HR team and carried out this campaign across the organization.

The employees donated enthusiastically in order to play their part in the expansion of Indus Hospital. A joint team of HR members paid a visit to Indus Hospital prior to this donation activity to ensure that these donations are directed to the right channel.

Donation Drive at Head Office

Mr. Ayyaz Rizvi, Manager Trainings contributed immensely to this drive by selling this program to the company staff & management and motivating them to contribute more to this noble cause. Without his support this drive would not have produced such significant results.

We would like to specially thank the team who made it possible for us to generate funds.

From left to right

Ms. Aiman Israr, Intern HR

Mr. Suleman Lakhani, Manager Exports

Mr. Ahmed Sayyam Rana, Manager HR

Mrs. Khairoon Nissa Merchant, Head of HRC

Mrs. Syeda Shazia Hamid, Section Head Corporate & Grants, Indus Hospital

Mr. Ayyaz Rizvi, Manager Training

Mr. S. M. Tashfeen Mazhar, Asst. Manager HR Corporate

Mrs. Dania Khawar, Executive HR Corporate

Brick
for
Life





Special Thanks

To all the employees who contributed whole heartedly for the cause

WE MAKE A LIVING BY WHAT WE GET.

Winston Churchill

BUT WE MAKE A LIFE BY WHAT WE GIVE

5 S Activity for the quarter

- SEIRI - SORT
- SEITON – SET TO ORDER
- SEISO - SHINE
- SEIKETSU - SUSTAIN
- SHITSUKE - STANDARDIZE



The 5S activity, being a part of HR's quarterly objectives, was conducted in June 2018. Post Activity assessment was done with the help of the audit department to ensure the sustainability of 5S in ITL Head Office. The final audit observation report will be shared with the Zonal Heads For K & L for their closure remarks

ZONE

HR
General Admin
Trade & Taxes
Export
Marketing

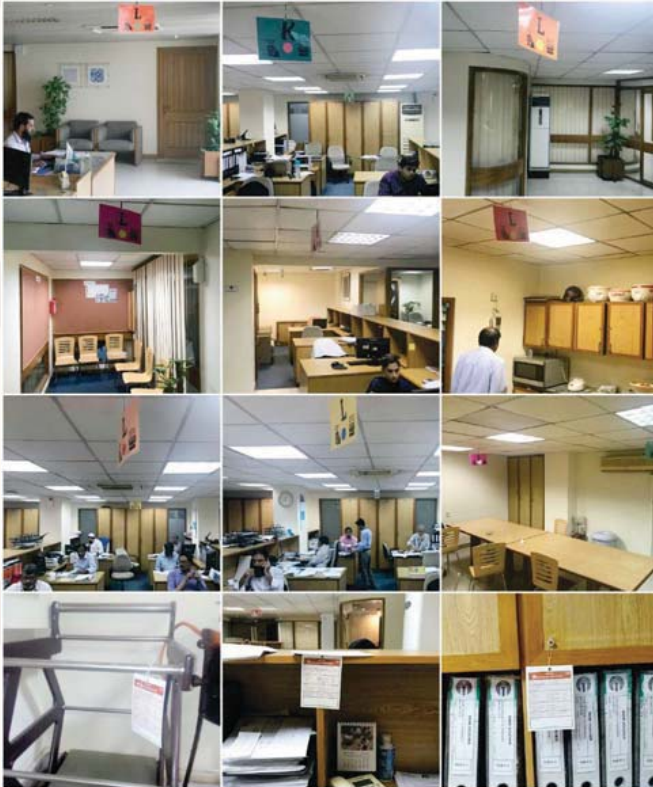
ZONE

MIS
Audit
Finance

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5 S Activity for the quarter

Zone Labelling & Red Tagging



Before and After Pictures



5 S Activity for the quarter

Most Organized Area



- HR
 - Finance
- Fixed Assets & A/R Section

Most Organized workstations



1 **Muhammad Azeem**
Rebate Assistant

2 **Ammad Ullah Khan**
Senior Cost Accountant

3 **Ahmed Sayyam Rana**
Manager HR

4 **Umair Adil**
Senior Officer Business
Apps. Development

5 **Wajahat Mehbood**
Sales Tax Assistant

6 **Farhan Badar**
DM Internal Audit

Succes Story at ITL Head Office

I joined International Textile Limited in November 2016 as a Peon/ Attendant.

While working for almost two years in that position, i accepted every learning opportunity that came my way. I learnt scanning, printing, sending emails, going outdoor for e.g bank tasks. I learnt PABX as well and used to serve at reception in absence of telephone Operators/ Receptionists.

I am very pleased that in recognition of my drive to learn and efforts,management gave me the opportunity to serve as an Office Assistant in Finance Deptt with effect from April 1st, 2018.

This has motivated me to work even harder and keep achieving the milestones. I am grateful to be a part of ITL.



Big Congrats

Mustaqeem Ahmed
Office Assistant
Finance

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Appreciation Note

Aiman was hired as an intern for the corporate project of Rewards & Benefits. During her 4 months stay, under the supervision of HR Heads she has contributed noticeably to the development of the Rewards & Benefits program of the Company.

She showed great enthusiasm in collaboration with the teams and employees of head office and was part of the team who initiated the HR newsletter at the Head Office. During her stay in the company, she completed her MBA and was rewarded a certificate of appreciation to her immense contribution.

We congratulate her on her achievements and wish her luck in all her future pursuits and career.



Aiman Israr
Intern
Human Resource

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Achievements

From ITL Family:

Well done! You are destined to make it big, you just didn't know it. This recognition is surely deserved and will give you an opportunity to spread your wings.



Ms. Dania Khawar has participated in Torque's Train the Trainer Program and achieved the title of Certified Trainer securing 2nd position in 2018 Batch. We congratulate her on her achievement.



Mr. Muhammad Aamir has completed all prescribed requirements of Six Sigma Program and is awarded Six Sigma Green Belt Certification. We extend heartiest congratulation to him on his achievement.



Mr. Farhan Badar has also completed and submitted all the requirements of the Six Sigma Program and we congratulate him for being Certified Six Sigma Green Belt.

Congratulations on your success! Excellent job!

We wish best to all the above employees for their future endeavors.

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Farewell of Mr Yunus

On 30th June 2018, a farewell ceremony was arranged in Factory unit 2 to bid goodbye to Mr. Muhammad Yunus, who has served International Textile Limited for 22 long years. He was presented with a plaque for his memorable contribution to the organization.



Birthday Celebrations



Birthday people of this Quarter

- Muhammad Ali Shafi
- Muhammad Imran Khan
- Ubaid ur Rehman
- Faiza Shamshad
- Suleman Lakhani
- Adil Mukhtar
- Yasir Siddiqui

- Umair Adil
- Abdul Rehman
- Noor Muhammad
- Muhammad Azeem
- Dania Khawar
- Dua Munawer Memon

Congratulations



We extend heartiest wishes to Mr. Rizwan Ahmed, Marketing Executive, on his wedding and wish him all the best for his life ahead.

Best Wishes



Heartiest wishes to Mr. Jahanzaib, Driver CFO, for being blessed with a baby boy **Faisal**. May the little one be blessed with a long and healthy life

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Work Life Balance Survey

In Today's fast paced world ,balancing the work and personal life has become a real challenge for the employees leading to many apparent as well as hidden effects on performance.In order to find out if any of our employee is having this trouble, that might be the reason of his performance at work, this Online Survey form was administered to employees so as to get a better picture and hence help designing solutions on the stated concern. The results of which are shared below

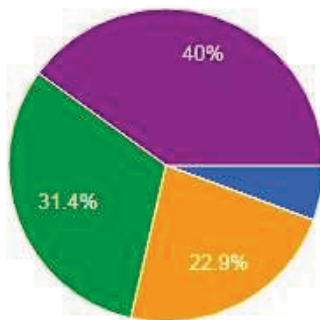


The options 1-5 in the responses represent the following

- 1-Strongly Disagree
- 2- Disagree
- 3- Neutral
- 4- Agree
- 5-Strongly Agree

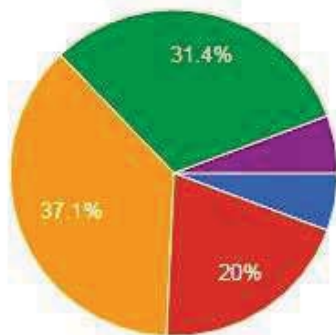
Work Life Balance Survey

1. When i get up in the morning, i feel like going to work.



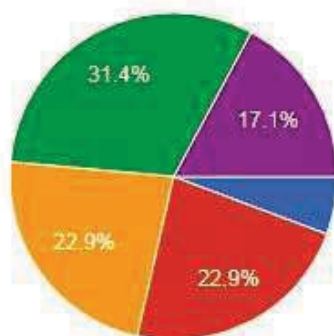
40% of the respondents strongly agree that they feel like going to work when they get up in the morning while 31.4% respondents agree with this statement. These findings suggest that employees at ITL remain motivated to work.

2. I struggle to juggle work and non work



31.4 % of the respondents agree that they struggle to maintain a balance between work and their personal lives whereas 37.1% remain neutral on the matter.

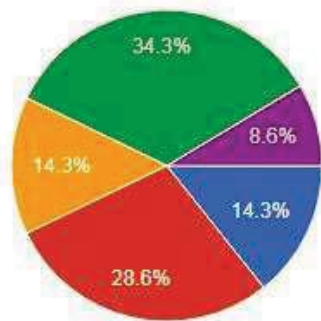
3. A clutter of to- do things is building in my home or at work



48.5 % respondents either strongly agreed or agreed that a clutter of tasks was piling up for them at work or at home whereas only 5.7 % respondents strongly disagreed with this statement.

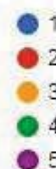
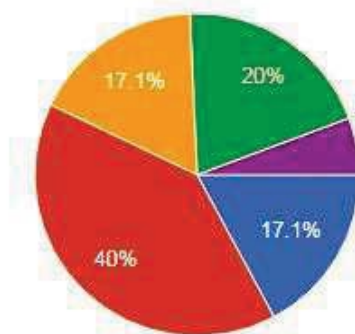
Work Life Balance Survey

4. I feel tired during the day due to excessive work load



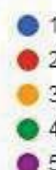
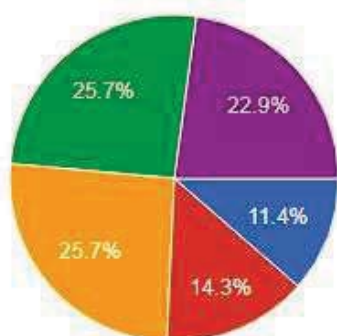
As illustrated, 42.8 % of the respondents either strongly agree or agree that they feel tired due to excessive workload. Similarly, somewhat same %age either strongly disagree or disagree with this statement and do not believe that they have excessive work load. Therefore, the findings from this pie chart are inconclusive.

5. I am too tired to be effective at work.



An overwhelming majority of 57.1% respondents believe that they were not too tired to be effective at work. Hence, a significant percentage of employees at ITL consider they are effective in their daily proceedings.

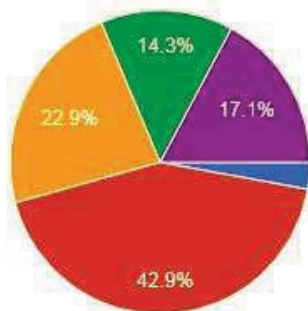
6. I work for long hours, overtime and even on holidays



48.6% of the respondents either strongly agreed or agreed that they work for long hours, overtime and on holidays whereas 25.7% remain neutral on the matter. Only 25% respondents either strongly disagreed or disagreed with this statement.

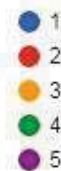
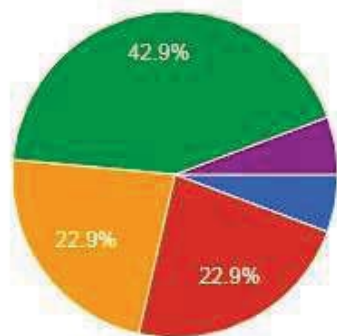
Work Life Balance Survey

7. I spend so long at work that my outside relationships are suffering.



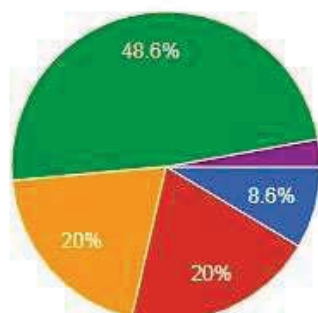
Despite the fact that majority of the respondents (42.9%) disagreed with the statement that spending long hours at work negatively impacts their personal relationships, an alarming percentage of 31.4% either strongly agreed or agreed with this statement as well.

8. I neglect personal needs because of work



42.9 % of respondents agree that they neglect their personal needs because of work while only 22.9% disagree with this statement. 22.9 % of respondents remain neutral on the matter, suggesting they have a good work life balance.

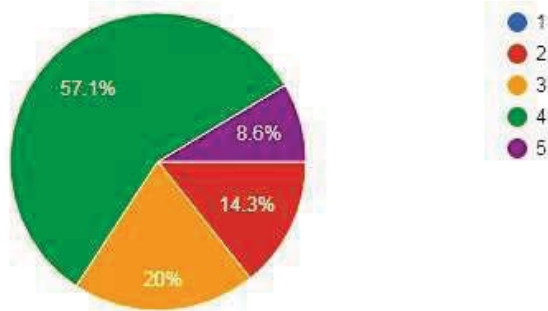
9. Information Communication devices received outside of office hours result in myself having to do work after office hours and thus i miss out on other things



48.6 % of respondents agree that devices received outside of Office hours result in them working at home as well. This causes a hindrance in their personal lives. Only 28.6% respondents either strongly disagreed or disagreed with this statement.

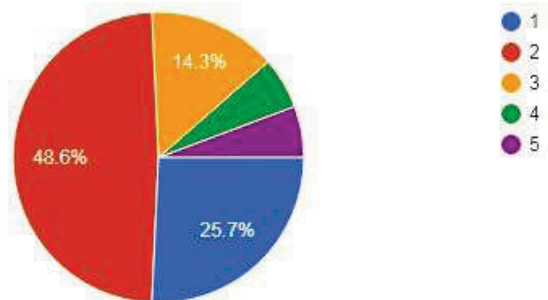
Work Life Balance Survey

10. No matter what i do, i find every minute of my day scheduled for some commitment or activity hence i dont find time for my ownself



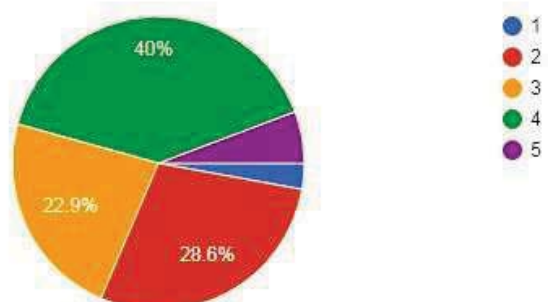
57.1% of respondents agree that they do not find time for themselves because of work while only 14.28% of respondents disagree with this statement.

11. I find it difficult to work and deliver desired results because of my personal matters



74.3 % of respondents either strongly disagree or disagree with this statement meaning that an overwhelming majority of the employees at ITL believe that their personal matters do not affect their work performance and that they are able to deliver desired results at work without trouble. However, 11.4% of the respondents feel that their personal matters do have an adverse impact on their work.

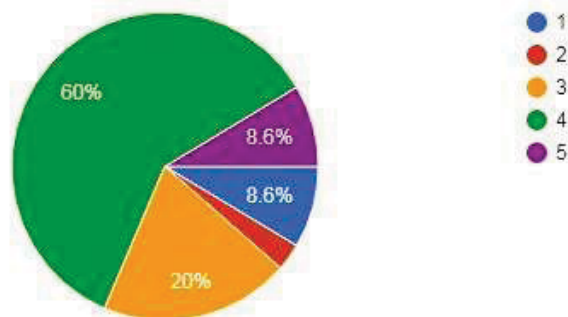
12. I often have to turn down fun activities because of work



40% of the respondents agree that they have to turn down fun activities because of work while 22.8 % respondents remain neutral on the matter. Majority of these answers reflect that work does influence the employees' decision of opting for fun-filled activities.

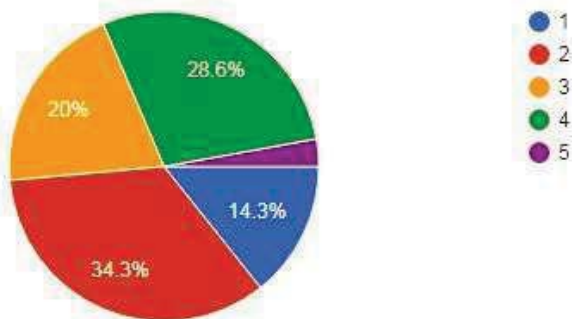
Work Life Balance Survey

13. I worry about work when i am away from office



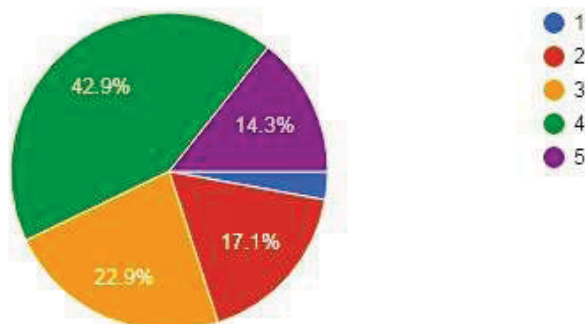
60% of the respondents agreed that they worry about work outside of working hours while only 1 respondent disagreed with this statement.

14. I am often needed outside of work during work hours



48.6 % of the respondents either strongly disagreed or disagreed with this statement, stating that they were not needed outside of work during working hours while 31.4 % respondents either strongly agreed or agreed. The results from this pie chart remain inconclusive.

15. I feel over committed towards any one of the two. Work life/Personal life



42.9% of the respondents agreed that they feel over committed while 17.1 % respondents disagreed. Predominantly, 57.2% of the employees at ITL feel over committed to either their work or personal life.

Work Life Balance Survey

KEY FINDINGS

1) 71.4% of the respondents feel like going to work when they wake up in the morning. This indicates that employees at ITL remain motivated to work.

2) 31.4% of the respondents struggle to balance their work life with their private life.

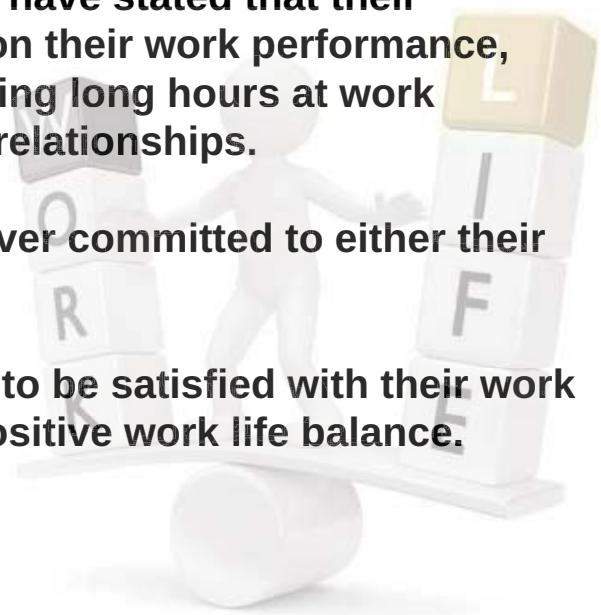
3) Maintaining a positive work life balance seems to be a struggle for a significant proportion of employees at ITL, with 48.6% of the respondents agreeing that they neglect their personal needs because of work and 68.5% suggesting that they worry about work even outside of Office.

4) 51.4% of the respondents miss out on non-work related activities because of the devices they receive outside of working hours due to which they end up working at home as well.

5) While 69.3% of the respondents have stated that their personal matters have no impact on their work performance, 31.4% have also stated that spending long hours at work negatively impacts their personal relationships.

6) 57.2% of the respondents feel over committed to either their work or personal life.

7) Overall, employees at ITL seem to be satisfied with their work life but are unable to maintain a positive work life balance.



Food for Thought

DIFFERENCES B/W INTELLIGENCE AND WISDOM

Intelligence leads to arguments.

Intelligence is power of will.

Intelligence is heat, it burns.

Intelligence is pursuit of knowledge, it tires the seeker.

An intelligent man sees everything as relative.

An intelligent man preaches.

An intelligent man is wordy.

Wisdom leads to settlements.

Wisdom is power over will.

Wisdom is warmth, it comforts.

Wisdom is pursuit of truth, it inspires the seeker

A wise man sees everything as related

A wise man reaches

A wise man is worldly.



*** Sometimes it is better to be kind than to be right. ***