

## TMUC Flex - An Internal Capacity Building Initiative by TMUC, Lahore



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TMUC Lahore launched a platform for professional development by the name of TMUC FLEX - Focused Learning Development and Experiences under the banner of TMUC Accelerate. We used internal resources to train and develop the skills of the team and to work on the professional development of the management.

Professional development can help break up the monotony of everyday work and re-energize the staff's creativity. Providing periodic professional development can also help the management gain new skills and perspectives, which can translate into how they approach their jobs.

We conducted the sessions every Saturday at 11am in the months of August, September and October to utilize the days more efficiently. Each session was followed up with a Kahoot Quiz to gauge the effectiveness of the session. Participants' responses to the survey helped create a picture of how effective the training was. The data flagged up certain areas that contributed to the success or failure of a training course and helped identify ways in which future training could be improved.

In an era where more and more employers are cutting costs for opportunities like training, our organization can stand out from the rest by offering and promoting some professional development options. Offering professional development shows the employees that the organization cares about their career progression.

### Session No. 1

- **Tax Awareness and Filing Session**
- Date: 6<sup>th</sup> August 2022
- Time: 11:00-12:30
- Conducted by **Mojiz Dogar**



Tax Awareness Session and Filing session under TMUC Flex held at TMUC Lahore. Mr. Mojiz educated the staff about the importance of tax filing. The benefits and drawbacks were discussed in detail in this interactive session.

### Session No. 2

- **Transform with VLE**
- Date: 13<sup>th</sup> August 2022
- Time: 11:00-12:00
- Conducted by **Haad Bodla**

Mr. Haad Bodla trained and guided all the POCs, admission department, campus manager, and QAE. All questions and queries were answered by him, it was a very interactive session.

Dates	Workshops	Conducted by
6th August	Tax Awareness and Filing Session	Mojiz Dogar
13th August	Transform with VLE	Haad Bodla
20th August	SEED Entrepreneurship	Usman Gaba
27th August	Excel with Excel	Taimoor Naseer
3rd September	Cyber Laws (legal remedies)	Hammad Sarwar
10th September	Teams build dreams	Shazia Humayun
17th September	A basic guide to Photoshop	Fatima Ali
24th September	Think then Write- Academic Writing	Hira Mujahid
1st October	Digital Marketing- learn	Mohad Imran



### Session No. 3

- **SEED Entrepreneurship**
  - Date: 20<sup>th</sup> August 2022
  - Time: 11:00-12:00
  - Conducted by **Usman Gaaba**
- Mr. Usman Gaba delivered today's session, which was about business, savings, and investments. The focus was on how salaried class can manage or grow their savings and the risks related to each option.



### Session No. 4

- **Excel with Excel**
- Date: 27<sup>th</sup> August 2022
- Time: 11:00-12:00
- Conducted by **Taimoor Naseer**

Excel for professionals' session under TMUC flex held at TMUC Lahore. Mr. Taimoor educated the staff on how to use excel in a more efficient way aimed at maximising productivity at work. The session was successful in inculcating advanced excel knowledge with the focus on working smart and saving time.

### Session No. 5

- **Cyber Laws-Legal Remedies**
- Date: 10th September 2022
- Time: 1:00-1:45
- Conducted by **Hammad Sarwar**



Mr. Hammad Sarwar, Manager Laws at TMUC conducted a session wherein he discussed Cyber Laws in Pakistan. He discussed different cyber-crimes in Pakistan and shed light on legal remedies that one can avail of.

*"It is said that learning is not attained by chance, it must be sought for with ardor and attended to with diligence. Learning is never a destination, in fact, it is a journey comprising of a series of processes and steps facilitating in one's professional and personal growth to develop personal competencies, professional traits and/or employability skills. TMUC FLEX was an initiative partaken to serve the very purpose of professional development of the employees at TMUC Lahore. The series of workshops were structured to cater to the development of knowledge and professional needs of our employees pertaining to their role requirements in their respective areas/ departments, enabling them to not only excel and perform their duties more diligently but to also lead them towards career growth."*

- **Anab Arshad**, Head of Institute, TMUC, Lahore

**TMUC flex**  
Focused Learning Education and eXperiences