

TIME HACKS, SMART DELEGATION & AI TOOLS FOR MAXIMUM PRODUCTIVITY

Stop working longer hours... Start working smarter

Modern professionals face constant pressure from emails, meetings, deadlines and increasing expectations. The most effective leaders are not the busiest people. They are the ones who manage their time, teams and technology intelligently.

This practical one-day program focuses on simple and powerful ways to become more productive using proven time management techniques, smart delegation strategies and modern AI tools. Participants will gain practical ideas, tools and techniques that can immediately improve the way they work

APRIL 08, 2026 | 9 AM - 5 PM

NIBAF PAKISTAN - KARACHI

COURSE CONTENTS

Work Smarter with Your Time

- ◆ Identify hidden time drains
- ◆ Focus on high value work instead of constant busyness
- ◆ Use practical prioritization frameworks
- ◆ Manage emails, meetings and interruptions better
- ◆ Create a structured daily and weekly workflow

Delegate with Confidence

- ◆ What to delegate and what not to delegate
- ◆ Overcoming common delegation challenges
- ◆ Building accountability within teams
- ◆ Improving team productivity without micromanagement

Use AI for Everyday Productivity

- ◆ AI tools for writing and communication
- ◆ AI for research and quick information summaries
- ◆ Creating presentations and reports faster
- ◆ Automating routine professional tasks
- ◆ Simple ways to integrate AI into daily work

Build Your Personal Productivity System

- ◆ Practical tools used by high performing professionals
- ◆ Managing multiple responsibilities effectively
- ◆ Staying organized and focused
- ◆ Lessons from real leadership experience

TARGET AUDIENCE

- ◆ Managers and team leaders
- ◆ Banking and financial sector professionals
- ◆ Mid career professionals managing multiple responsibilities
- ◆ Entrepreneurs and business leaders
- ◆ Anyone interested in improving productivity using modern tools and AI

FACILITATOR

Mr. Shehzad Dhedhi

Mr. Shehzad Dhedhi is a Fellow Chartered Accountant with international leadership experience in banking and finance. He has worked with PwC, Deloitte, HBL Singapore, Credit Suisse Singapore and Bank Alfalah.

He trains professionals on productivity, leadership, digital transformation and the practical use of AI at work. He is also the Founder of CFO Club, one of Pakistan's largest professional communities for finance leaders.

FEE:
PKR 18,000
(plus tax)



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For Registration

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