



INSPIRE

THE MONTHLY EMPLOYEE
NEWSLETTER

MARCH 2020

Birth of a child



Mr. Mohamad Bilal Samsoor and his family welcome a baby boy Aayan on February 7, 2020. Best wishes from Kardanians!

Birthday Wishes

Kardan University wishes a happy birthday to all of our employees who celebrate their birthdays in March.

Ihsanullah Ahmad Yar	Lecturer, Diploma Program	March 1
Abdul Khaliq Shinwari	BBA, Lecturer	March 5
Kubra Ali	Web Developer	March 5
Faizan Ahmad	BBA, Lecturer	March 6
Mohammad Sediq Sadozai	Lecturer, Diploma Program	March 11
Mahdi Rezaie	BBA, Lecturer	March 12
Ahmad Omer Zazay	Executive Assistant to Vice Chancellor Academics	March 15
Sayed Fahim Sadat	Academic Administrator, Master's in International Relations	March 17
Abdul Rahim Ghani	Lecturer, Computer Science	March 21
M.Fahim Farahmand	Verification Officer	March 23
Riaz Ahmad Ziar	Lecturer, Computer Science	March 23

INTRODUCING NEW EMPLOYEES

It is a great pleasure to introduce our new colleagues who have recently joined Kardan University.



Mr. Suliman Mohammadi joined Kardan University as a Program Officer for the Faculty of Economics. Mr. Mohammadi has completed his BBA from Kabul University. He has been working with the education sector for more than four years. He started his career as an English Language instructor in the International English Language Institute in 2014 and later was promoted as Academic Manager at the same institution. He will be available via VOIP 846 or s.mohamamdi@kardan.edu.af



Mr. Ahmad Tamim joined Kardan University as a Program Officer for Master's in International Relations program. Completing his bachelor's degree, he started working in education and medical organizations. He has worked as Director with Turanian Travel Medical Services, Senior Operation Officer, and Translator for Indian Doctors with City Medical Complex Hospital, Publication Officer with Afghan Swiss Medical University, Field Officer with Afghan Swiss Medical University. He has also worked with Afghanistan National Olympic Committee as Foreign Relations Coordinator in Baseball Federation. You can reach him via VOIP 882 or a.tamim@kardan.edu.af.

As Program Officers at Kardan University, they will be responsible for delivering effective, responsive, and customer-focused academic services related to scheduling and maintaining professional communication on academic matters and issues and providing support to the academic team in delivering excellent educational assistance. On behalf of Kardan University leadership, we welcome them to this institution and wish them the best of luck on their careers

EMPLOYEE OF THE MONTH



MR. MOHAMMAD BILAL SHARIFI

We are pleased to announce Mr. Mohammad Bilal Sharifi as our Employee of the Month for February 2020.

Mr. Bilal Sharifi is a hardworking and committed employee of Kardan University. He helped to strengthen financial systems and reporting and has maintained an excellent relationship with relevant public offices. Over the past one month, he managed to create bank accounts and process TINs for all staff of Kardan University. He has always been a helping hand in managing accounts of Kardan Schools and the Strikers. He is an outstanding example of professional excellence.

We congratulate Mr. Bilal Sharifi on this achievement and wish him the best of luck on his future endeavors.

MR. SHAMS UL HAYAT COMPLETES PH.D. COURSEWORK



Mr. Shams Ul Hayat, Assistant Professor for Bachelor's in Business Administration, completed his Ph.D. coursework at Comsats University, Islamabad. His area of research is Human Capital Management. We congratulate him on achieving this milestone and wish him the best of luck in his research career.

STAFF PROMOTION

We are pleased to announce the promotion of Mr. Mirwais Jalil as the Acting Information Technology Manager. Mirwais Jalil joined Kardan University as an IT Officer three years ago and has progressively developed and contributed to the Information Technology Department of Kardan University.

With a bachelor's degree in Computer Science from Khurasan University and several professional certifications in Network and Administration, Mr. Jalil has previously served as a Network Administrator, Wireless/Network Admin and IT Officer with several organizations in Kabul.

In his new role, Mr. Jalil will further strengthen overall IT systems, policies, and procedures, upgrade the existing IT and network infrastructure and technologies and enhance the customer service culture across our campuses and residence.

On behalf of Kardan University's leadership, we congratulate him on his new role. We hope he will continue to deliver exceptional results towards inspiring academic and professional excellence. We wish him the best of luck on his new job at Kardan University.



MR. MIRWAIS JALIL

IACBE NAMES HIMATULLAH MASOUDI AS LIFELONG LEARNER



As International Accreditation Council for Business Education (IACBE) names Mr. Himatullah Masoudi as a lifelong learner. We congratulate him on this and wish him the best of luck as being an active employee of Kardan University and someone who never ceases to grow professionally.

KARDAN UNIVERSITY ACHIEVEMENT

Kardan University recognizes the authors of Kardan University First Impact Report each Dr. Kalimullah Khan, Dr. Nassir Ul Haq Wani, Professor Muhammad Shahid Shams, and Professor Murtaza Masud Niazi and the Communication Team for their contribution to the completion of the Impact Report.

If you have not had the chance to read the impact report, please grab a copy of it from the communication team or use the link below for a digital copy.

<https://kardan.edu.af/data/public/files/Kardan-Impact-2014-2018.pdf>





LinkedIn is a great learning platform where dozens of Kardan University staff benefit from a variety of courses on different subjects. Here is feedback from some of our staff members.

"Teambuilding was truly an inspiring course. Through this course, I learned different dynamics of teamwork and how together everyone achieves more. In brief, effective communication is a central theme to a successful team project."—Muska Telyar, Gender & Alumni Manager



"I took a course in Windows Essentials 2019 in which I learned virtualization, DNS, DHCP, file server, and Data Security. It was useful, and I appreciate Kardan University for providing us this opportunity."
—Rokhan Ahmadzai, IT Officer



"I took Customer Service through Phone Course. I learned how to greet customers more effectively, listen to customers with empathy, share information efficiently, and, most importantly, how positive body language and smile is felt through a phone conversation. I advise other colleagues to take the same course. Thank you, Kardan University!"—Farkhunda Mehr, Admission Information Officer



"I feel proud of working in the Admission team. I am good at communicating with customers. However, communicating through the phone has always been a challenge. Training on Communication on Phone with Customers helped me improve further. I learned how to greet customers, show positive body language, smile, avoid disturbance, listen carefully, and share information effectively."—Hamid Khan, Admission Information Officer



"Dealing with an upset customer is always a challenge for almost every customer service professional. I am not an exception to this. LinkedIn learning helped me how to deal with an upset customer, listen to their emotions, show empathy, and offer assistance. Customer Service Fundamentals was an effective course, and I recommend it to all."—Jamshid Walizai, Admission Information Officer

UNIVERSITY MANAGEMENT MEETS WITH STAFF AND FACULTY

Kardan University's leadership met with all staff and faculty of the university through a series of meetings and discussions where employees shared their suggestions and ideas with the management. Staff and faculty shared their collective achievements and challenges throughout the year and their plans for 2020.

Kardan University's leadership appreciated the efforts of different teams and shared their insights. They also identified priority areas and offered instructions and assistance where required.



MR. AMJD KHAN PARTICIPATES IN RESEARCH WORKSHOP AT AMERICAN UNIVERSITY OF AFGHANISTAN

Mr. Amjad Khan, the Academic Administrator of the Computer Science Department, represented Kardan University in the 2nd research workshop at the American University of Afghanistan (AUAF). Eight different public and private universities collaborated in this research workshop.



FACULTY OF ECONOMICS ORGANIZES RESEARCH WORKSHOP

The Research and Publication Committee of BBA and BSc. Economics departments organized the third session of Practical Research Methodology Workshop for BBA and BSc. Economics faculty members on Wednesday, February 12, 2020, from 02:00 p.m. - 04:30 p.m.

Mr. Qais Mohammadi, the Academic Administrator of the Economics Department, served as facilitator, and the workshop focused on writing a literature review.



TEAM SPOTLIGHT

Kardan University recognizes the incredible work of the MIS Team, who are doing amazing work and making an exceptional contribution to Kardan University. Launching Kardan University's new website, Learning Management System (LMS), and e-procurement are a few wonderful examples of their work. They always come up with creative ideas to develop Kardan University's Information System infrastructure. The best part of the team is that most of them are Kardan University graduates. We are happy for them as they shine through their career.



"Inspirational Quotes"

"Live as if you were to die tomorrow;
learn as if you were to live forever."

Mahatma Gandhi

"A sense of humor is part of the art
of leadership, of getting along with
people, of getting things done."

Dwight D. Eisenhower

"Never tell people how to do things.
Tell them what to do and they will
surprise you with their ingenuity."

General George Patton

"Don't be afraid to be different."

Steve Jobs

HOW TO IMPROVE YOUR BUSINESS ENGLISH

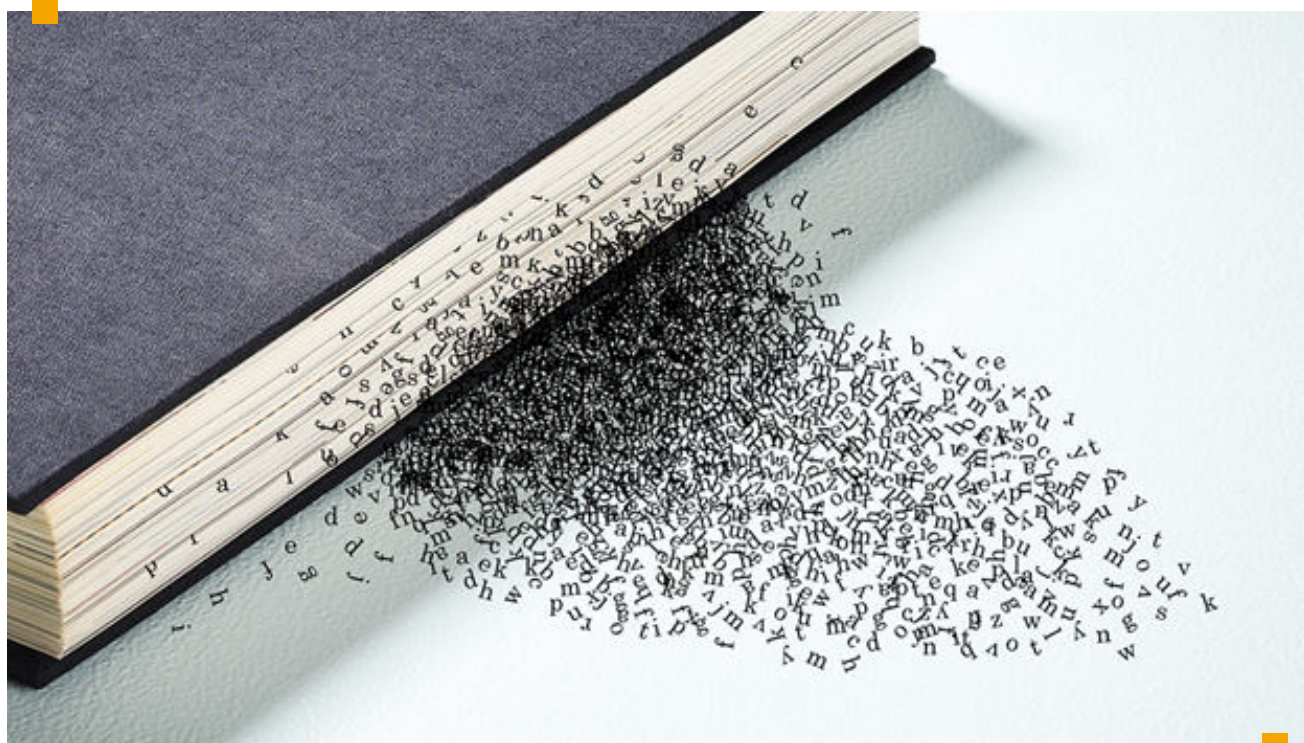
By Minh Tran and Peter Burman

Chun Hin is a senior manager at a Hong Kong investment bank. Every morning, he listens to Bloomberg radio on his way to work and used to read each issue of the Economist from cover to cover in an effort to continuously improve his English. As a Hong Kong native who grew up speaking Cantonese and Mandarin, Chun Hin has worked hard to become fluent in English.

Chun Hin's story will resonate with many professionals. Pressure to speak English in the workplace continues to grow as more and more companies invest in globalizing their teams. However, mastering a new language requires time and resources that many people — especially adults who are no longer in school — struggle to find. Our company EF Education First annually releases the world's largest study of English proficiency in various countries and industries. For the past eight years, education ministries, multinational companies, and universities have used the EF English Proficiency Index (EF EPI) to help them understand how their approaches to teaching English — and business English, in particular — stack up against competitors.

This research has helped us map global trends in English learning. Over the years, we have found, again and again, that a country's English proficiency correlates closely with metrics of innovation and overall economic well-being. While some global companies excel in cultivating English-speaking workforces, others flounder.

We distilled lessons learned from our work and from the literature on second language acquisition into a few tips that highlight how people can learn English more effectively. If you're a professional looking to improve your business English, consider incorporating these into your learning plan:



Set specific goals: Learning is best done by setting specific goals that are challenging yet achievable. Don't leave the timeline open-ended, either; set clear deadlines for yourself. A goal like "I want to be able to give a presentation in English," is too vague. Instead, say, "I want to be able to comfortably deliver a ten-minute presentation in English about sales goals, without using a PowerPoint, by the end of August."

Create habits: Find ways to practice English every day or every week. Regular effort builds momentum and creates habits of learning. For instance, try to read one industry article a day, deliver a presentation in English once a week, or write your weekly team updates in English.

Believe in yourself: Learners who believe in their own self-efficacy are more motivated and more willing to take on challenging tasks. Reflect on whether you truly believe you can accomplish your set goals. If not, revise your goals and make them smaller or more manageable until you trust that you can achieve them.

Enjoy the learning experience: People with more positive attitudes toward learning English make more of an effort and learn more than people with negative attitudes. If you find yourself dreading English practice time, rethink your approach. Be creative: read the English version of your favorite book, for example, or enroll in an English cooking class.

Use authentic English materials: Textbooks and practice tests have their time and place. But authentic materials, such as TV shows, podcasts, and TED talks, expose you to English in its native habitat. They better prepare you for real-life situations, and they're often more enjoyable than strictly educational materials. Seek out good writing, watch great speakers, and try to imitate the format, structure, and language of those whose work you admire. Exposure to authentic materials not only helps with language proficiency, but it can also enhance your knowledge of a particular field.

Join a positive learning community: While there are plenty of useful language learning apps on the market, our own research at EF shows that learners still benefit from having an effective teacher and a supportive learning community. Teachers help students set achievable goals and overcome barriers that inevitably arise along the way. Supportive classmates provide accountability and the friendly push that students need to keep up with their study plans. Our students who join a social media group with their teachers and classmates study two to three times more than those who do not.

Ask for feedback: The research is clear: prompt and frequent feedback has a huge effect on learning. Seek regular feedback from teachers and mentors while you practice an essential speech or work on a critical business proposal. Find people who like to nit-pick about language and grammar. They will help you perfect your English.

In today's digital age, it is becoming easier to find great resources for improving your business English. However, our research shows that busy professionals learn best when they have some kind of structured course with a flexible lesson schedule.

Of course, none of the above tips will make learning English easy. Even with the best approach, taking on a foreign language is a long-term and challenging commitment. But our research is encouraging: with patience, realistic goals, and a good community of learners, it really is possible for busy adults to master the world's lingua franca.

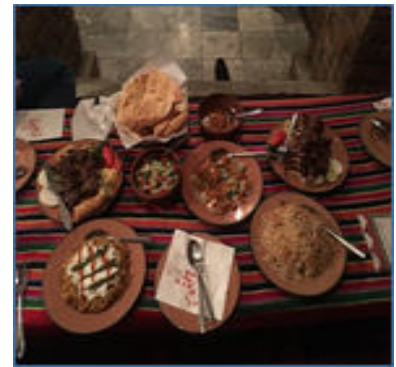
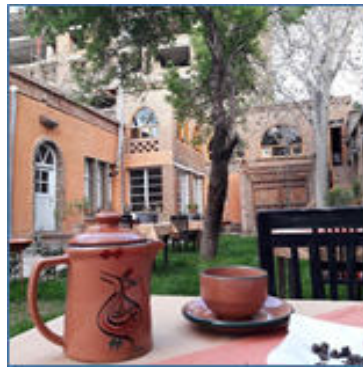
Source: Harvard Business Review

FOR YOUR CONSIDERATION

Here are the coolest stuff for you. Our top picks for the month of March include restaurants.

1.SUFI RESTAURANT

QALA-E- FATULLAH ROAD, KABUL - 078 620 5844



2.CHINAR RESTAURANT

QALA-E- FATULLAH MAIN STREET, 5TH AND 6TH STREET
- 079 020 8080



5.Khanagi Restaurant Esmat Muslim Street, Shahre Naw, - 0728 777 444



6.UZBEK PALAW RESTAURANT CHARAHI HAJI YAQOOB, SHAHRE NAW KABUL – 078 664 7464



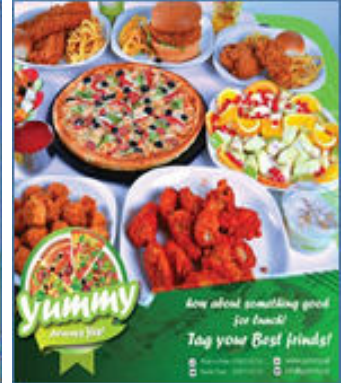
7.KHYBER SHINWARI RESTAURANT CHARAHI HAJI YAQOOB, SHAHRE NAW KABUL – 078 664 7464



3. BUKHARA RESTAURANT QOWAI MARKAZ ROAD, - 0789 44 42 22



4. YUMMY RESTAURANT NEAR CHARAHI ANSARI, SHAHRE NAW – 0792 112 112



REFLECTIONS

"Kardan University is such a prestigious institution that I take pride in my association with this university.

There is always an unstoppable momentum across different units, a strong drive to serve, relentless efforts, lifelong learning and professional growth opportunities, and a friendly environment that is second to none. Every day, I face new challenges, and every challenge offers an opportunity for further development."—Marwa Asheeq, Human Resources Officer



MARWA ASHEEQ

HR OFFICER, KARDAN UNIVERSITY