



# INSPIRE

THE MONTHLY EMPLOYEE NEWSLETTER

EIGHT ISSUE

**NOVEMBER 2019**

# Welcoming to Family



Mr. Sayed Hizbullah Tahiri, who is working as a driver with Kardan University, welcomes a baby girl "Bushra Tahiri" to their family on November 4, 2019. We wish Mr. Hizbullah and his family every blessing as they welcome a new member to their family.



Mr. Qais Mohammadi, Lecturer and Academic Administrator for Economics Department of Kardan University, welcomed a baby girl "Mursa Mohammadi", to their family on November 20, 2019. Good wishes from Kardanians!



# New Chapters



Mr. Shah Jahan Sangeen, Graphic Designer at Kardan University, marks the beginning of an exciting chapter in his life on November 11, 2019. Happy Married Life!



Mr. Omar Azizi celebrated their wedding ceremony on November 13, 2019. We wish them good wishes as they begin their new life!



Hamdullah Azizi celebrated their wedding ceremony on November 13, 2019. We wish them good wishes as they begin their new life!



# Birthday Wishes

**Kardan University wishes a very happy birthday to all of our employees who celebrate their birthdays during the month of December.**

 Ahmad Salem Abdullah, Lecturer, Faculty of Law	December 10
 Ajmal Nabizada, Student Involvement & Events Manager	December 17
 Rahmat Nabi Mutmain, Assistant Professor for MBA	December 20
 Zahid Jalaly, Academic Administrator & Lecturer for BPS&IR	December 22
 Shabeer Ahmad Lal, Program Officer, BPS&IR	December 23
 Aimal Mirza, Thesis Coordinator	December 25
 Fardin Hakimyar, Scholarship & Financial Aid Officer	December 27
 Hamdullah Azizi, Lecturer for Diploma Program	December 27
 Wais Wahab, Academic Administrator for MBA	December 31
 Marwa Asheeq, HR Officer	December 31



# Welcoming to the Team!



**Jahanzeb Ahmadzai**  
Project Manager, Vice Chancellor Academics

Jahanzeb Ahmadzai joins Kardan University as Project Manager in the Office of Vice Chancellor Academics.

After completing his BSc in Economics, Mr. Jahanzeb Ahmadzai pursued his Master's in Economics from University of Peshawar. Mr. Jahanzeb worked as Project Manager with Afghanaid from October 2018 to August 2019, with Organization of Human Welfare from July 2018 to October 2018, with War Child UK from November 2017 to June 2018, as Regional Manager with International Medical Corps from Jan 2015 to September 2017, as Program Manager with Organization for Afghan Women Capacity and Knowledge from January 2013 to 30 December 2013 and as a lecturer with Tanweer Institute of Higher Education, Kunar from January to December 2013.

Together with the Academic Team, he is currently leading US Embassy funded project of English Language Training for Export-oriented Business Professionals and Journalists. Mr. Jahanzeb can be contacted via [j.ahmadzai@kardan.edu.af](mailto:j.ahmadzai@kardan.edu.af) or VOIP 811.

We welcome him to Kardan University and wish him best of luck!





Ms. Muska Telyar joined Kardan University as Manager, Gender and Alumni Relations.

She has completed her MBA from Kardan University and has extensively worked across education and IT industry.

She has worked as Business Development Director with Moraa Education Complex from November 2017 to October 2019, Senior Employer Relationship Officer with Jobs.af, Netlinks Ltd from October 2017 to June 2018, Marketing and Project Manager with Roxanna Advertising from January 2016 to October 2017, Liaison Officer with Roxanna Advertising from January 2015 to 2016 and Admin and finance officer with Tahoor Logistic Company from April 2014 to January 2016.

At Kardan University, Ms. Muska will oversee Kardan University's alumni engagement priorities, strategy and networking initiatives and will supervise gender equity and gender mainstreaming priorities across the university programs. Her email address is [m.telyar@kardan.edu.af](mailto:m.telyar@kardan.edu.af). You can also contact her via VOIP 840.

Welcome to Kardan Family!



Mr. Mohammad Shams Formuly joins Kardan University as Executive Assistant to Chief Operating Officer.

Mr. Shams has completed his BBA from AUAF and his second bachelor in Medical Sciences from Khatam Al-Nabieen University, Kabul.

He has worked Counselor with American Councils, Youth Solidarity and English Language Program (YSEL) Jalandhar, Punjab, India from December 2012 to November 2013, Business Assistant with Salam Afghanistan Media Organization (SAMO) from July 2018 to October 2018, Research Officer with The Liaison Office (TLO) from February 2019 to September 2019.

He has also worked in a Welfare Project with American Councils for International education from February, 2012 to May 2012. Stationed at Taimani Campus of Kardan University, Mr. Shams will provide administrative and development support to Chief Operating Officer's office on a variety of strategic and important priorities.

Mr. Shams can be contacted via [s.formuly@kardan.edu.af](mailto:s.formuly@kardan.edu.af) or VOIP 851. Welcome to the Team!



Pursuing his undergraduate studies in Business Administration from National University of Modern Languages (NUML), Islamabad, Mr. Jahanzeb Khan started his career as Operations and Administrative Assistant with Rehman Mutti & Company (Pvt) Limited, Pakistan and then as Accounts & Administrative Assistant with Nashita ICT Solution Services Company.

Mr. Jahanzeb Khan has joined Kardan University as Program Officer for Diploma Program. We wish you best of luck on your career with Kardan University.



Ms. Fariha Haidary joins Kardan University as Lecturer for Diploma Program. She holds a bachelor's degree in English Literature from Kabul University and is a CELTA Certified Teacher of English Language.

She worked as a translator and teacher with Barakat International School, Foreign Language Institute (FLI), and as a Master Trainer with British Council, Kabul.

Welcome to Kardan and best of luck on your career.



Mr. Dil Aqa Ahmadyan joins Kardan University as a Lecturer for Diploma Program.

He has completed bachelors in Business Administration from Kateb University and Master's in Political Science from Payame Noor University, Kabul.

Previously, he has served as a senior English Language instructor with Muslim English Language Institute, Star Educational Society and an instructor, translator and interpreter with Phoenix.

Welcome to Kardan University. Best wishes!

# Kardan University's Team Celebrating Afghanistan's Victory in T20I Series









# Faculty Development through OBE-SCL

Faculty Development Center organized a six-day workshop for a total number of 25 faculty members from various departments of Kardan University which focused on Objective-based Education and Student-Centered Learning. Mr. Waqas Khan Shinwari and Qais Mohammadi were facilitators in this program.

Great Job, Faculty Development Team!





# NASIR NIAZI

## EMPLOYEE OF THE MONTH

### NOVEMBER 2019

## Employee of the Month

I am writing to introduce Mr. Nasir Niazi as our first Employee of the Month for November 2019. Mr. Nasir Niazi has been working for Kardan University as Security Guard since June 2008. Currently working in Chancellor Office, Mr. Nasir Niazi is one of the hardworking, dedicated, punctual and courteous employees of Kardan University. He projects a high level of energy and passion and works with full commitment.

We wish him best of luck on his career with Kardan University.



**Dr. Sayed Abdul Moiz** Becomes the Member of International Chamber of Commerce (ICC)



International Chamber of Commerce (ICC) was founded in 1919 and it is the world's largest business organization (WBO) with a network of over 45 million members in more than 130 countries. It is the only business organization with UN Observer Status.

ICC Afghanistan represents the ICCWBO in Afghanistan and works with business groups worldwide to represent the voice of Afghanistan's business at inter-governmental level, the UN, WTO, G20 and others.



# NEW CHAPTERS BEGINNING!



It is a pleasure to announce that Mr. Mohammad Ayaz has been promoted as Human Resources Officer at Kardan University.

Mr. Ayaz has successfully gone through internal recruitment and selection process and has been selected as Human Resources Officer.

As Human Resources Officer, he will support recruitment and selection, learning and development, performance management, remuneration, health wellbeing and safety, payroll support and HR reporting.

Kardan University's leadership congratulates you on your new role. We hope you will continue to deliver exceptional results towards inspiring academic and professional excellence among our students and alumni. Again, congratulations on this important milestone.



We are pleased to announce that Mr. Mohammad Hassan has been promoted as Finance Officer at Kardan University. Mr. Hassan has successfully gone through internal recruitment and selection process and has been selected as Finance Officer. As Finance Officer, he will provide administrative and technical support to Finance Department to enhance financial systems via book keeping, payment processing of suppliers, salary processing, tax processing and banking relationships, preparing financial analysis and reports.

We hope you will continue to deliver exceptional results towards inspiring academic and professional excellence among our students and alumni. Congratulations on this important milestone!



We are pleased to share that Mr. Nouman Rahmati has been promoted from Librarian (Part Time) to Admission Information Officer.

Reporting to the Admission and Communication Manager, Mr. Nouman will be stationed in Parwane Du Campus to advance admission and information priorities of Kardan University.

Kardan University's leadership congratulates him on the new role.

We hope that he will continue to deliver exceptional results towards inspiring academic and professional excellence among our students and alumni.

Best of luck!

# @workplace

by facebook

**Workplace** is an amazing and exciting team communication platform and messaging tool that connects you with the entire organization. This helps to improve communication, connect with other team members and get things done in minutes. Over 90% of our administrative employees and 30% faculty members are using workplace accounts who keep abreast of the greatest news across the teams and the organization such as Kardan University's sponsorship of T-20I and Employee of the Month Award Winner and others. Similarly, employees and teams share their success stories, achievements and experiences through posting photos and videos.

Join us today and get the latest updates on the news across the organization!

Here are some common features of the Workplace.

- Posting news and updates
- Workplace Chatting
- Live video streaming
- Voice and video calls (desktop and mobile)
- Unlimited file, photo and video storage
- Unlimited team and project groups

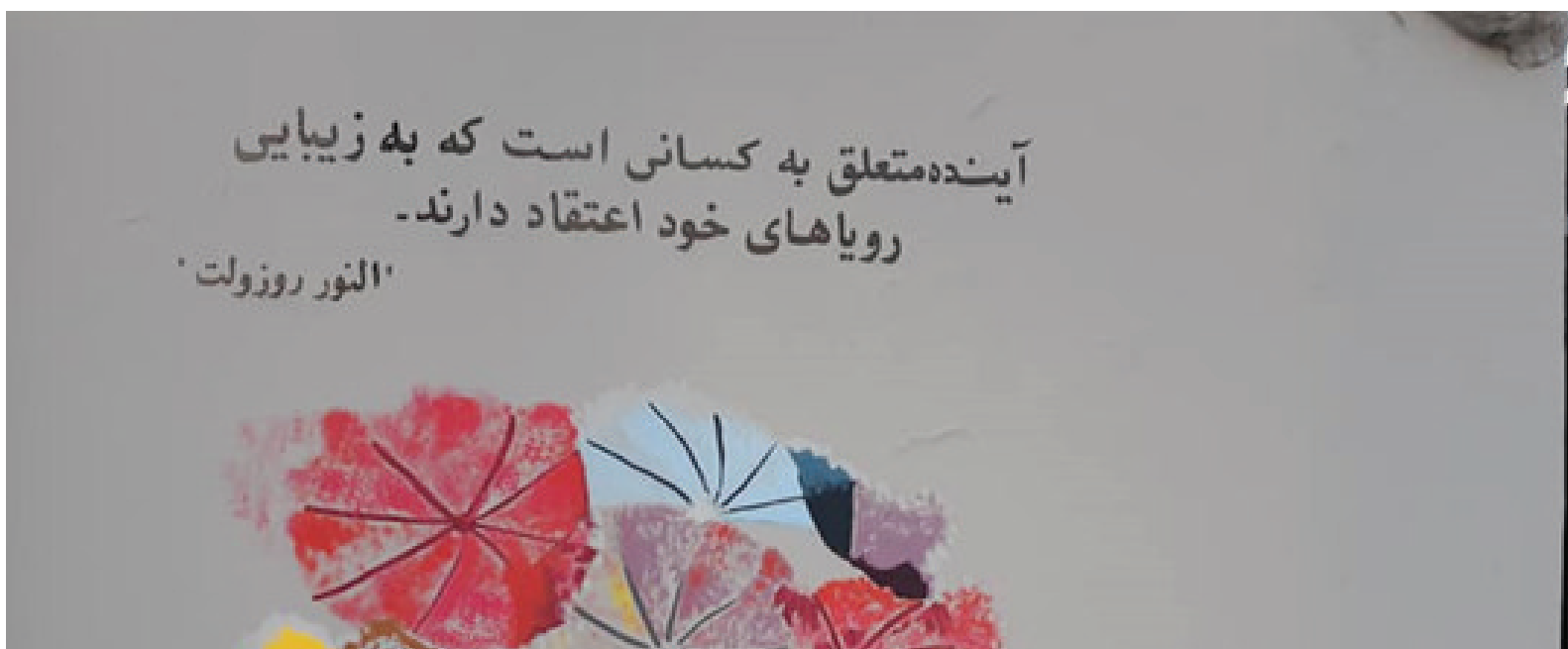
For more information, please watch the video.  
<https://www.youtube.com/watch?v=YSJHyfOUXhQ>

To join us please click on the link below and create an account for yourself via your official email.  
<https://www.facebook.com/workplace>

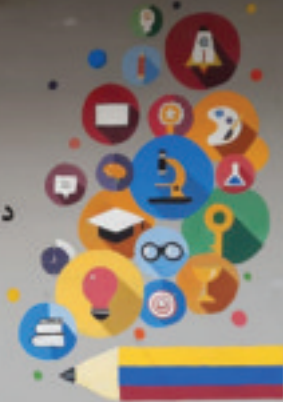
And the good news is that Workplace App and Work Chat are also available for (iOS /Android). You can download the applications instantly.

# Inspiration through Art

Our Communication and Administrative team took an outstanding initiative with designing the exterior wall of Taimani Campus with some artful and inspiring paintings. Great Job!



د افکارو تجلی یې نه ورکېږي  
د چا زړه کې چې چراغ د علم بل دی  
'استاد گل پاچا الفت'



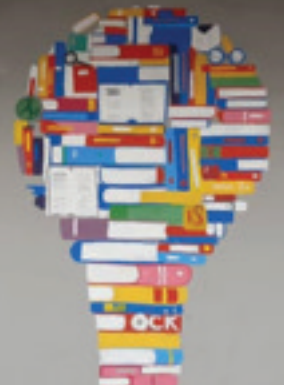
درخت تو گر بار دانش بگيرد  
به زير آوري چرخ نيولوفري را  
'ناصر خسرو'



ما زنده به انيم که آرام نگرينم  
موجيم که آسودگي ما عدم ماست  
'صابق تبريزي'



انيس کنج تنهائي کتاب است  
فروغ صبح دانايي کتاب است  
'جاسم'





# Reading Time

## **SLACK: 5 Steps To Getting The Most From Your Team**

You hired intelligent, hardworking people, but are you unintentionally devaluing their feedback?



**At the core of Entrepreneurs' Organization (EO)'s mission is an unwavering commitment to helping entrepreneurs at every stage learn and grow.**

**During Global Entrepreneurship Week, November 18-22, EO is hosting E024/7, a five-day, free virtual learning event aimed at empowering entrepreneurs with skills and strategies to reach new levels of leadership.**

**Andrew McConnell is an EO member in Atlanta and CEO of Rented.com, which ranked No. 389 on the 2019 Inc. 5000 list of America's fastest-growing privately held companies.**

**We asked Andrew how he motivates and inspires his team through a unique feedback system.**

**Here's what he shared:**

**A couple of times each year we ask team members what they like most about working in our company.**

**We're always looking for ways to change and improve, but we also realize the value in understanding what needs to stay the same.**

**A recent response drove this point home for me.**

To the question, one team member answered: "We don't just ask for feedback; we also act on it." This response immediately reminded me of the "curse of knowledge," where once you know something, you can't remember what it was like not to know that thing.

At our company, this active pursuit of feedback to drive continuous improvement is so ingrained that we often take it for granted.

As our team grows and new members experience our methods, I am reminded that some of our ways of working are far from the norm. In an attempt to make them more mainstream, I'm sharing an easy-to-remember acronym that will help you get the most from your employees and team members: SLACK. No, I am not talking about the popular workplace communication tool, though in full disclosure: We do also use that Slack and love it.

Instead, I'm talking about a process where you:

- **Solicit feedback.**
- **Listen to what is shared.**
- **Act on what you hear.**
- **Credit the source. And then:**
- **Keep doing it!**

**Let's unpack those five steps:**

## **1. Solicit**

A lot of people and companies say they are open to feedback. Others go even further and say they want it. But far fewer actively solicit that feedback. An open-door policy isn't enough. As a leader, you can't sit back and expect or hope others will come to you. You have to meet them where they are.

I accomplish this by physically walking the halls of our office, and scheduling quarterly one-to-ones with various team members. We've also created anonymous channels for those who may be too shy or introverted to share feedback in person. As a result, we get much more--and much more detailed--feedback than we otherwise might.

## **2. Listen**

Asking for feedback cannot be a self-serving, pat-yourself-on-the-back task. It must come from a place of wanting that feedback. Therefore, when someone is taking the time and opening up enough to share their observations, make sure you listen attentively.

Don't glance at your phone or any other screen. Make eye contact. Stay present. Don't just tell the person you appreciate her sharing the feedback, show her you do.

### **3. Act**

Nothing wrecks a well-intentioned policy of accepting feedback like ignoring it. If people don't see any changes, they will shut down.

What's the point? Why waste their time? Why put themselves out there? With that said, every suggestion you receive won't merit action. And even if it is a good idea, the timing might not be right.

Sometimes the right action is inaction, but couple that inaction with an explanation as to why the suggestion isn't being acted upon, or at least not implemented right now.

Communication itself can be the action needed, but silence is unacceptable.

### **4. Credit**

Another way to lose people's trust--and decrease their willingness to share feedback--is to take credit for their ideas.

That's why I make a point of crediting the individual over and over at our company.

Whether it's our process for sharing and iterating on quarterly priority "rocks" in our Vision/Traction Organizer that came about as a direct result of Solanda's feedback, or the superior performance at conferences this year thanks to the preparation by and suggestions from Jess, I make sure the team knows the source.

Unsurprisingly, we are blessed with more and better ideas flowing in continuously.

### **5. Keep doing it**

This step is critical. The process of soliciting and then acting upon feedback must become so ingrained in your company's way of working that it is a habit.

It should be such a standard part of the day-to-day that you too will have the curse of knowledge and forget what it's like not to operate in this way.

You hired your team members for a reason. Likely because they are intelligent, hardworking and driven people. Give them the "slack" they need to go further and farther, and they will drive you and your business to new heights of success.

# Reflection



“To work for an established and well-known brand is indeed a privilege and honor, yet to maintain and further strengthen the brand image through quality work, commitment and dedication is a challenge that we can tackle.”—**Mohammad Haleem Bahadur**

