

Employee Training and Development



*WORKPLACE ETHICS &
PROFESSIONAL
CONDUCT*

2025



Presented by

Career Services Office & HR



Website

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Employee Training & Development

WELCOME TO ANNUAL TRAINING REPORT 2025



Executive Summary



The Power of Continuous Learning

A three-day training program titled “Workplace Ethics & Professional Conduct – Cultivating a Culture of Integrity and Respect” was successfully conducted at Iqra University from September 24 to 26, 2025. The training was designed to

to enhance awareness of ethical conduct, improve inter-departmental coordination, prevent workplace harassment, and strengthen collaborative performance. The sessions were facilitated by Mr. Khursheed Yusuf, a seasoned Human Resource Development professional with deep expertise in faculty and institutional development. This initiative was jointly led by the Career Services Office and the Human Resources Department, and drew enthusiastic participation from faculty, administrative officers, and support staff. Over the course of three days, the training brought together key stakeholders from across the university under one roof, helping cultivate a unified and value-driven workplace culture.

Three-Day Training on

Workplace Ethics & Professional Conduct



Theme: Workplace Ethics & Harassment Prevention

- To cultivate awareness about ethics in academic and administrative settings.
- To understand and comply with HEC Harassment Policy and legal frameworks.
- To promote a safe, inclusive, and respectful workplace.
- To encourage proactive behavior in handling ethical dilemmas and misconduct.



Training Format and Schedule

For faculty and administrative staff, the training sessions followed a two-part daily schedule. Each day began with the first session from 11:00 AM to 1:15 PM, followed by a lunch and prayer break. The second session resumed at 2:00 PM and continued until 4:15 PM. This structure provided participants with focused engagement time, allowing them to absorb the material thoroughly and participate in discussions without fatigue. On the third day, a single, holistic three-hour session was conducted exclusively for support staff. This unified format allowed consistent message delivery while catering to the unique needs of each audience group.

Workplace Ethics & Professional Conduct

Day 1: Faculty and Administrative Officers

The first day of the training, held on September 24, 2025, was dedicated to exploring the foundational elements of ethical behavior and harassment prevention within academic institutions. Around 90 faculty members, including all Heads of Departments and Deans, attended the sessions with high levels of attentiveness and engagement. The objective was to deepen understanding of professional ethics in a university setting and create a shared commitment to preventing harassment and unethical behavior.

During this session, Mr. Khursheed Yusuf introduced participants to key institutional and legal frameworks, including the HEC Harassment Policy and the Protection



Against Harassment Act of 2010. A major highlight was the interactive case study discussions, where faculty members actively exchanged questions, shared real-life dilemmas, and explored solutions in an open and constructive environment. The trainer skillfully facilitated these dialogues, helping participants understand how to recognize, report, and respond to unethical behavior.

The session also explored the practical aspects of building a respectful culture, emphasizing empathy, active listening, fairness, and accountability. By the end of the session, each participant made a personal action commitment to support and promote ethical conduct within their respective departments.

Workplace Ethics & Professional Conduct

Day 1: Faculty and Administrative Officers

This session not only increased legal and policy awareness but also inspired a cultural shift toward trust and integrity among the faculty community.

Key Learning Outcomes:

- Deepened understanding of the institutional and legal expectations around workplace conduct.
- Greater sensitivity toward harassment, discrimination, and ethical violations.
- Improved clarity on reporting mechanisms and protection rights.
- Strengthened commitment to building a culture of inclusion, transparency, and respect.

“It is not just about avoiding wrong — it’s about actively doing right.”

— A recurring message throughout the session



Session 2: Performance Improvement & Inter-Department Coordination

Day 2: Faculty and Administrative Officers

Key Learning Outcomes:

- Clear understanding of roles and responsibilities across departments.
- Exposure to globally recognized tools for coordination and quality enhancement.
- Greater appreciation of collaborative leadership and accountability models.
- Strengthened communication channels between academic and administrative units.

“Coordination is not about more meetings — it’s about shared ownership.”

The second day of training, held on September 25, 2025, was focused on strengthening collaboration between academic and administrative units. A total of 38 administrative officers joined the faculty in this session, further enriching the learning environment with cross-departmental perspectives. The training aimed to address common challenges in coordination and performance management, and to introduce tools that can drive efficiency and alignment across the university.

Mr. Khursheed Yusuf began the session with an engaging icebreaker, “The Coordination Puzzle,” which highlighted real-life examples of miscommunication and siloed operations. This was followed by discussions on the root causes of coordination breakdowns in universities, and the leadership mindset required to foster collaboration and team synergy. Participants explored practical frameworks such as the RACI Matrix (Responsible, Accountable, Consulted, Informed) and the PDCA (Plan-Do-Check-Act) Cycle, learning how to apply these tools for better task management and inter-departmental clarity.



Support Staff Training

Day 3: Building a Responsible and High-Performing University Culture

The third and final day, September 26, 2025, was dedicated to support staff, including front desk officers, security personnel, attendants, and janitorial staff, with over 50 participants in attendance. This three-hour holistic session was structured to empower support staff with essential knowledge on workplace ethics, professionalism, and interpersonal conduct. Mr. Khurshed Yusuf delivered the session in an accessible and inclusive format, ensuring every staff member could relate to and benefit from the content.

The training emphasized the critical role support staff play in shaping the university environment. Topics covered included respectful communication, professional appearance, punctuality, and the importance of a clean, safe, and welcoming campus. Interactive role-play scenarios were used to illustrate appropriate behavior in common workplace situations—such as dealing with students, visitors, or emergencies.

Staff members responded positively, actively participating in discussions and reflecting on their daily responsibilities. The session boosted their morale, gave them a stronger sense of belonging, and recognized their value as part of the larger university ecosystem. Their engagement reflected their eagerness to contribute to a workplace rooted in respect, collaboration, and professionalism.

“Even the smallest role, when done with integrity, makes the biggest difference.”

Key Learning Outcomes:

- Boosted morale and confidence among support staff.
- Clear understanding of expected conduct and workplace responsibilities.
- Recognition of how small actions contribute to the larger university culture.
- Renewed sense of belonging and pride in serving the institution.



Workplace Ethics & Professional Conduct

Overall Observations and Impact

Across all three days, the sessions remained highly interactive, impactful, and well-received. Faculty members found the discussions stimulating and relevant, with several taking the opportunity to raise thoughtful questions and explore practical applications. Administrative staff also expressed appreciation for the tools and strategies provided, and their active participation reflected a strong commitment to personal and professional development. The support staff showed enthusiasm and attentiveness, with many expressing gratitude for being included in such an initiative.

The trainer, Mr. Khursheed Yusuf, delivered each session with expertise, clarity, and empathy, making complex topics easy to grasp and apply. His ability to connect with diverse audiences—ranging from senior faculty to frontline workers—was a key factor in the overall success of the program.

Perhaps the most significant achievement of this training was its ability to bring the entire Iqra University ecosystem under one roof, fostering unity and shared understanding among different segments of the workforce. The initiative served as a platform for bridging communication gaps, reinforcing institutional values, and aligning everyone toward a common vision of ethical integrity and operational excellence.

Session Objectives:

- To instill basic ethical values and professional behavior.
- To highlight the importance of every staff member's role in creating a respectful campus environment.
- To enhance understanding of workplace etiquette, discipline, and communication.

Conclusion and Way Forward

This three-day training program proved to be a transformative experience for Iqra University. It successfully addressed core issues related to ethics, harassment prevention, communication, and performance improvement. Most importantly, it reinforced the university's commitment to creating a respectful, safe, and high-performing workplace for all.

Workplace Ethics & Professional Conduct

PARTICIPANTS



Faculty Members
Participation



Administrative Staff
Participation

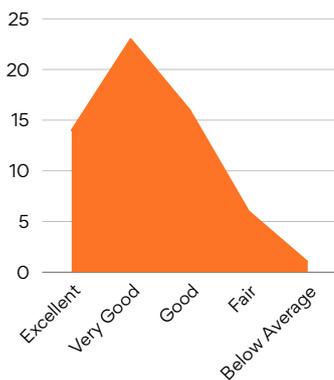


Support Staff
Participation

TRAINING FEEDBACK

Rate Training Session

Overall, how would you rate this training session?

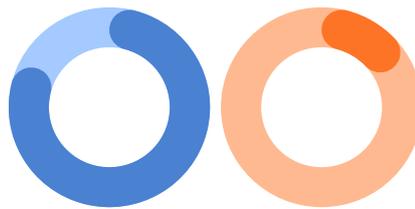


Excellent : **88%**

Average : **12%**

Satisfaction Level

How confident do you feel in applying what you learned in your job?



92%

Very Confident

08%

Not Sure

Rate Trainer



Excellent : **35%**

Very good : **48%**

Good : **13%**

Training Performance

Do you feel better equipped to handle workplace ethics or performance-related situations after this training?



Yes : **97%**

No : **03%**

