

# COGNIZANCE

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عيد مبارك



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## MD'S MESSAGE

Inspiring leader, quick problem solver, empathetic person, multi-tasking colleague and compassionate mentor are some of the qualities that employees generally expect in their manager. For instance, some employees admire a hands-on boss who is always concerned to ask his team members - "How are things going?" While others don't wish to see their boss, except for monthly performance reviews.

Dear Unitech Managers.... you may find this strange, but it is true that each employee expects to see a unique quality in you! And unless you have a magical spell or you're a mind reading expert, you may not know what exactly your team members expect from you.

You have the power and influence to create a healthier workplace through a strong manager-employee relationship. This is because they can guide their employees by personal example. The essence of the role of the manager is to stimulate constructive changes and maintain a favorable working environment for your employees. This provides the conditions for building a good manager-employee relationship, which has a positive effect on every person who is part of the business.

Each person has an individual approach to creating and maintaining relationships with the people around him. There are many ways to create such a culture in the company, with which to remove barriers around free communication and even to support the health of employees.

### Here are some insights and tips for a successful manager-employee relationship:

#### • SET CLEAR GOALS

Employees often show dissatisfaction towards their manager's feedback and performance evaluation ratings. This happens due to difference in understanding of goals between employees and managers. To eliminate conflicts and give a sense of purpose to your team members, be sure to mutually set clearly-defined SMART goals. You should make efforts to regularly define measurable, time-related, specific and obtainable goals such that employees can fulfil them using their expertise and skills. This eliminates confusion regarding goals and employees put efforts in achieving 'what is really expected' from them.

#### • KNOW YOUR TEAM

Assigning goals could be a challenging situation, but it is also necessary to show trust in your team. Understand their needs and expectations and don't be too harsh on them. To maintain competitiveness, learn to share equal responsibilities amongst your team members.

Help new hires to adjust well in the work culture by familiarizing them with company values and objectives. Allow your team members to maintain work-life balance.

#### • PROVIDE REGULAR FEEDBACK

Managers need to understand that supervision is a two-way street where employees too have expectations. To let everyone in your team know how they are doing, managers should be like a coach and provide continuous feedback to improve performance.

Providing meaningful feedback not only improves employee-manager relationship, but it also builds a work culture that encourages motivation and high performance.

### • CONDUCT FAIR PERFORMANCE EVALUATION

Performance goal setting simplifies the way each employee is evaluated. However, some intangible elements like manager's favouritism become an obstacle in employee performance assessment. In such situations, employees may count performance reviews as superficial or forced activity.

To win confidence of employees and make them valuable contributors for an organization's success, it is needed to fairly evaluate their performance at each step and appreciate their effort.

### • OFFER EMPLOYEE DEVELOPMENT OPPORTUNITIES

An employee's career growth partially depends on the training and development opportunities he comes across. Therefore, managers should identify training needs for each team member and take employee development initiatives seriously.

### • PRIORITIZE EMPLOYEE RECOGNITION

There can be nothing better than employee recognition and rewards to improve engagement. Whether it is verbal praise or increase in compensation, employee recognition goes a long way.

A manager requires to encourage top performers and link pay with performance to show that their contribution is appreciable and valuable.

### • EMBRACE EQUALITY

Irrespective of the size of an organization, open communications and transparency in business decisions is admired by each employee. Employees should know where their organization is going. When critical information, like organizational initiatives or company profit, is shared openly with employees, it impacts greatly.

Open communications enable employees to walk across cabins of their managers and share their concerns anytime. It surely develops good rapport between employees and managers and encourage equality in the work culture.

Many researches have concluded that **'A happy workforce is a productive workforce'**. Since managers are responsible for taking care of employee interests, they need to put effort to develop an efficient work environment. By following these few rules, managers can surely reach their aim and strengthen employee-manager relationships!

Saqib Altaf.

## PRODUCT SPOTLIGHT BMG STEEL DOORS



### Steel Doors

Doors are a legal requirement for all commercial properties, whether industrial environments, local authority buildings, leisure, hospitality, healthcare, education, or retail offices.

BMG design every door to order, and our client can decide exactly which features they want to include. From fire-rated protection and louvers to a soundproof filling, you will receive a specialist door purpose-built for your building. Fabrication is at the core of everything we do. To make sure we're as good at it as possible, we've invested heavily into the latest manufacturing technology, so we can guarantee every door meets every customer's specifications, every time. The benefits of error-free design mean that we can install your new door quickly, efficiently, and at your convenience, so you can sit back or concentrate on running your operations while we make your premises safe.

Being a client's first choice we always arm ourselves with the best business partners in each field.

BMG is a globally acclaimed industrial name that focuses its business portfolio to deliver diverse products and solutions that bring greater value to our clients. The company holds leading positions with its business units -- Architectural, Prefab Systems, Fire Safety, and Security, Climate Control, Energy, Mobility, and Ventures. Over the years, BMG has established a stronghold for successfully translating state-of-the-art designs into functional products.





## **BMG Steel Doors**

BMG's Steel Doors provide the best long-term value in the door and frame industry. It lasts longer, requires the fewest repairs, and is sturdier than other products. Steel's natural strength also outperforms other materials in security, fire rating, sound reduction, vandal resistance, sanitation, and more. Other door materials are still unable to match the performance and longevity of metal. Our metal doors offer endless options for attractive appearances. Whether you are looking for a modern stainless steel appearance, a vibrant colored finish, or even a faux finish, metal's versatility allows it to satisfy the aesthetic requirements of any project. Steel doors and frames even help the environment, as steel is the most recycled material worldwide.

### **Product Range:**

- ▶ Fire-rated steel Doors
- ▶ Non-Fire rated steel Doors
- ▶ Insulated Doors
- ▶ Lead Lined Doors
- ▶ Acoustic Doors
- ▶ Personnel Doors
- ▶ Louvered Doors
- ▶ Glazed Doors
- ▶ Sliding Doors
- ▶ Glazed Screens
- ▶ Security Detonation Doors
- ▶ Prison Entrance Doors
- ▶ Grill / Cell Doors
- ▶ Blast Resistant Doors
- ▶ Bullet Resistant Doors
- ▶ Vault Room Doors
- ▶ Burglar Resistant Doors

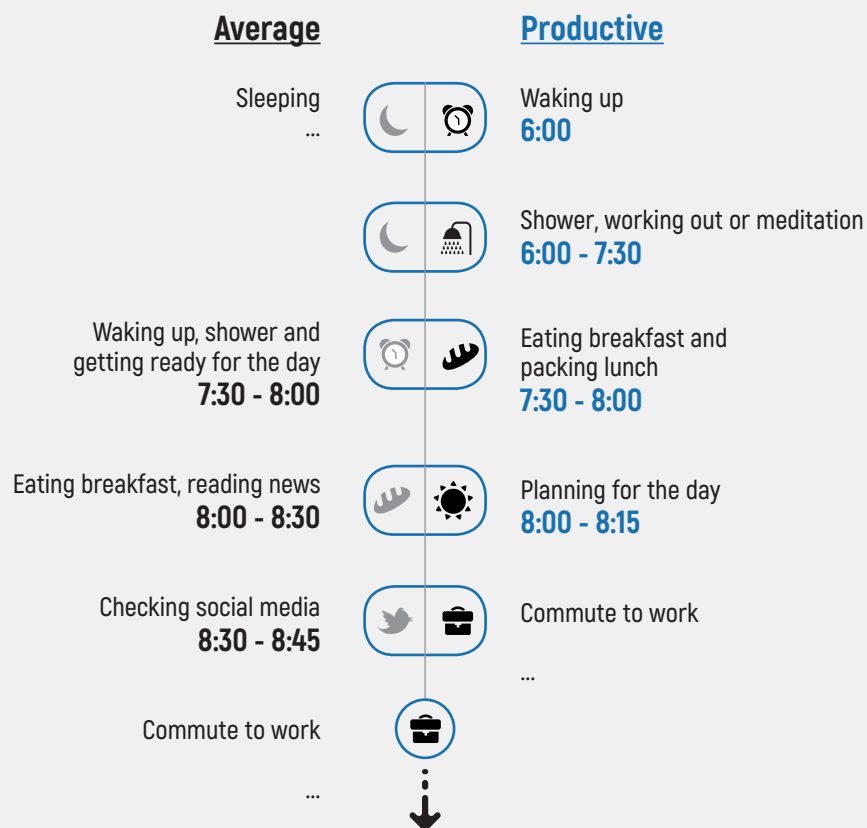
### **Projects Sector :**

- ▶ Healthcare
- ▶ Transportation
- ▶ Hospitality
- ▶ Education
- ▶ Offices
- ▶ Retail
- ▶ Detention
- ▶ Other sectors

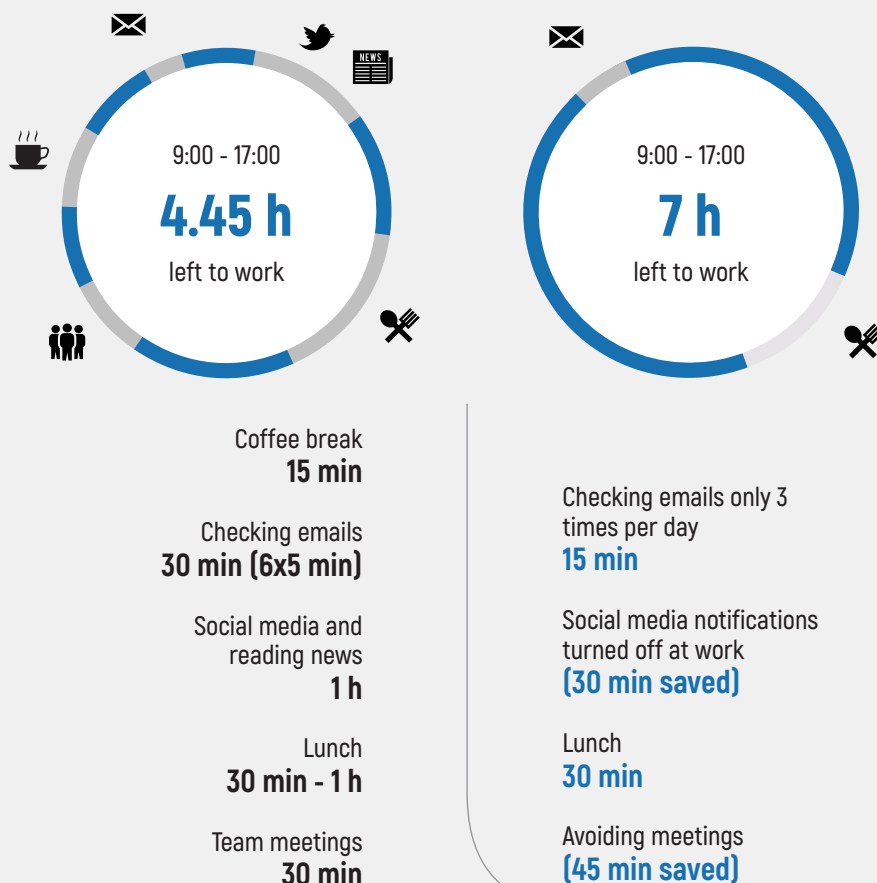
With trained, certified, and experienced personnel, UNITECH and BMG have the capacity and expertise to provide the highest quality products and solutions. We are committed to Safety, Quality, Delivery, Cost, Morale, and Environment. As an ISO 2015 :9001 certified company ourselves, we understand and remain highly committed to the quality, consistency, and excellence demanded by industry-wide standards.



# Daily Time Management of Extremely Productive People



## Where time get's lost at work



## ...→ Evening

### Average

Watching TV, reading  
and leisure time  
**3 h**



Social media, reading news  
and shopping  
**3 h**



Cooking and dinner  
**1 h**



Exercise and shower  
**1.5 - 2 h**



Family time  
**3h**



Going to sleep  
**00 - 02**



### Productive

Reading books  
**3 h**

Working on a personal  
project / hobby  
**2 h**

Cooking and dinner  
**1 h**

Family time  
**3 h**

Going to sleep  
**22 - 23**

NEVER use the snooze button  
again as it confuses  
**your brain and body**



## 2 min rule

Whenever a new task comes your way, if you could do it in less than two minutes, do it right away. Otherwise add it to your calendar or tasklist"

David Allen

**Ignore social media**  
in the morning



### Productive time management at work

#### 9:00 - 13:00

- working on demanding tasks
- Attending meetings

#### 13:00 - 14:00

- Packed lunch or order in
- Meeting a business partner over lunch

#### 14:00 - 18:00

- Working on easier and monotonous tasks
- Answering emails
- Planing for the next day



Use the **Pomodoro Technique**. Work in 25- minute intervals, with 5-minute breaks

Read **book every month**,   
After 10 years you've read over 100 books.

Your brain needs at least  
**7 h of sleep** every night





**NEWS UPDATE:****ONBOARDING TRAINING FOR UNITECH OMAN**

Last month we hosted an onboarding program that was held in Dubai; where new and existing employees of Unitech Oman were invited and briefed about the company, the group it is associated with, various department's functions, policies and procedures.

This was a one of a kind program that was collectively designed with the help of various departments' heads and was led by Dr. Hanan Al Safadi





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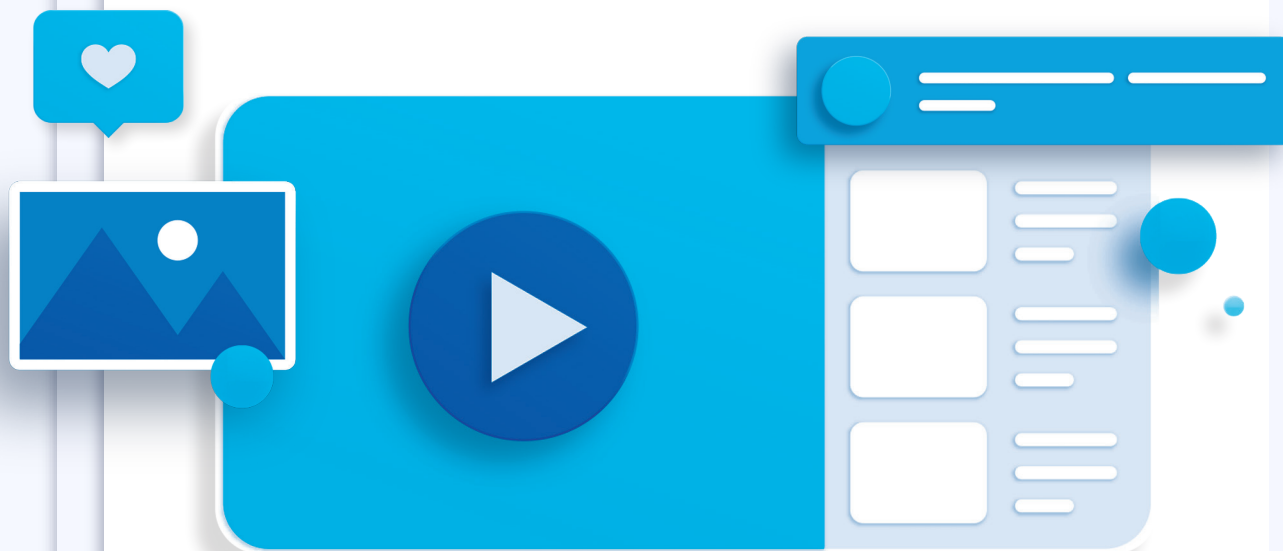
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The mission of our social media channels is to provide you with posts and short publications that will highlight the products, services, brands and teams that make up the Unitech family.

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