



BARLAS ASSOCIATES

Barlas Associates came into being in 2001 after analyzing the need of Administration, Security, HR, and Project Services in all areas of industry, public/private business sectors, Corporate and Large Residential homes. Since there are very few consultancy firms offering the above mentioned services under one umbrella in Pakistan, the need for a skilled and experienced consultancy makes that much more sense prior to selecting a firm. That separates the poor performers from the outstanding servers, thus, saving time, money and your other valuable resources to name a few. At Barlas Associates, we focus on your personal needs and tailor a package that fits you just right, using our resources and contacts, which in turn deliver what the ultimate objective is Your Peace of Mind. That is also our goal and a reason to be in business.

Our Valued Clients include

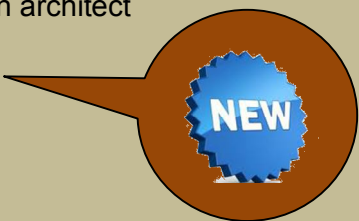
- PAKISTAN CABLE LIMITED
- NATIONAL DATA CORPORATION
- UNIBRO INDUSTRIES
- PAK-GULF LEASING
- THE FORUM
- CONTINENTAL CHEMICAL COMPANY (PVT) LTD
- CLARIANT PAKISTAN LTD
- INTERNATIONAL TEXTILE LIMITED
- MAKRO SUPER MARKETS
- HOUSE OF HABIB
- CHEVRON PAKISTAN LIMITED
- GUARDS MARK SECURITY SERVICES
- MEER SECURITY SERVICES
- APTECH- CLIFTON
- APTECH- SHAHRAH- E- FAISAL
- BAY VIEW HIGH SCHOOL
- BAY VIEW JUNIOR SCHOOL
- HABIB SCHOOL
- HABIB GIRLS SCHOOL
- KASB GROUP

Services & Competencies

- Establishment of a private company through SECP
- Establishment of Administration Department
- Administrative Consultation
- Administration Survey with photos
- Pre-Screening of Staff (Minimum 20)
- Accounting Services and Book keeping
- Preparation of all Taxation and Filing Services
- Representation Services on behalf of your Company

- Establishment of a security company through SECP
- Establishment of a Security Department
- Establishment of HR Department
- Security Consultation for all your needs Collection
- Security Survey for Banks
- Intellectual Property Rights Services
- Security Awareness Program
- Security Awareness Program
- All project developments designed by an architect

- **Training & Development**



The Founder



Mirza Akbar Hussain Barlas started his career in the Ministry of Defense, a service known as, (Defense Intelligence Services.) He has served in various appointments throughout the country, which also includes President & Prime Minister Security details. After serving in the Government he started his civil & private service in the 90's and obtained relevant experience in textile, sugar and hotel Industries. For banks he has successfully recovered over Three Hundred Thousand Rupees, from credit cards defaulters, conducted inquiries of due diligence of over 2000 case of frauds, counterfeit including white-collar crimes. He has established sixteen security companies to this date in Karachi, Sindh, and has worked for three leading security companies of Pakistan as a General Manager.

Training & Development

The soul of Barlas Associates has been meticulously threaded into our programs and its spirit is reflected in the content during knowledge transfer sessions. We have employed industry experts and addressing the missing ingredients in training and development while maintaining world class standards simply because there is no other way of doing business domestically and internationally. Our valued clients and business relations demonstrate their confidence in what we say and do and the methodology we employ to deliver the results.

SECURITY TRAININGS [Details Page 2 & 3]

- **Defensive & Safe Driving (Security Emphasis)**
- **Security Management with Emphasis on Awareness & Safety**

World-Class Workshops by Foreign Qualified Trainers

S.E.L.L. (Sales Executive Learning Lab)
Empathetic Selling and Personal Brand Development

L.E.A.D. (Leadership Excellence and Development)
Branded Leadership – Organizational & Personal

R.E.S.T. (Retail Etiquette and Selling Techniques)
Branded Retail Sales Intelligence

P.O.S.T. (Pharmaceutical Optimized Sales Training)
Branded Pharmaceutical Sales Intelligence

B.O.A.R.D. (Business Operational Analysis for Root Dysfunctions)
Brand Rejuvenation and Organizational Resilience

B.O.A.S.T. (Brand Optimized Automotive Sales Training)
Branded Automotive Sales Intelligence

B.E.S.T. (Balanced Emotional States & Transformation)
Employee Functionality through Stress Management to Boost Performance Landscapes

A.D.M.I.T. (Acquired Dispute Management & Intervention Techniques)
Dispute Management Essentials through Inspirational Leadership

A.C.T. (Acquired Communication Techniques)
Internal & External Business Communication Intelligence





Defensive Driving Protocols

COURSE OUTLINE

Defensive & Safe Driving (Security Emphasis)

TRAVEL SECURITY

- PROTECTING PASSENGERS
- SECURITY DRIVING TIPS *Video Inclusive Briefing*
- CAR JACKING AWARENESS & PREVENTION
- CHOKE POINTS & CHECK POINTS
- Route Analysis Probing
- Zone of Total Predictability
- Check Points
- Choke Points
- Observation Points
- DANGER ZONES & SAFE HEAVENS *Video Inclusive Briefing*
- Identification of Danger Zones & Safe Heavens
- Vehicle, Route and Time change Technique
- Entering the safe heavens

DEFENSIVE DRIVING

- JOB DESCRIPTION OF A SECURITY & DEFENSIVE DRIVER
- CHARACTERISTICS OF DEFENSIVE DRIVER
- SAFETY CHECK LIST FOR AUTOMOBILES
- URBAN & RURAL DRIVING HAZARDS
- OFF ROAD DRIVING
- DRIVING OFF ROAD ON HILLS
- DRIVING ON SAND, SNOW & MUD
- IF YOUR BRAKE FAILS!!!
- STOPPING DISTANCE FORMULA
- VEHICLE SAFETY DISTANCE
- AVOIDING HEAD ON COLLISIONS
- PHYSICAL & MENTAL CONDITIONS THAT EFFECT DRIVING

SAFETY

ACCIDENTAL EMERGENCIES AND BASIC FIRST AID PROCEDURES

- Precautionary movements with injury
- Bleeding prevention tips
- Rescuing injured victims trapped inside a hindrance
- Expressing encouraging attitude
- Preventing self injury.

VEHICLE FIRE SAFETY

- Motor Fire, What to do?
- Fire Safety Steps
- Limitation of fire fighting
- Safety from hazardous smoke
- First aid to burned injuries

ANTI - SURVEILLANCE

- INTRODUCTION TO SURVEILLANCE
- TYPES OF SURVEILLANCE
- Stationary Surveillance
- Foot Surveillance
- Vehicular Surveillance
- VEHICLE SURVEILLANCE METHODS *Video Inclusive Briefing*
- Floating box surveillance
- Stake Out Box Surveillance
- Hand off Surveillance
- Cheating Intersections
- SURVEILLANCE DECEPTION
- COUNTER SURVEILLANCE STRATEGY
- COUNTER SURVEILLANCE REPORT FORM

OUTDOOR TRAINING – DEFENSIVE & SAFE DRIVING

- EMERGENCY BRAKING SKILLS
- ZIG ZAG DRIVING
- DRIVING THROUGH AN OBSTACLE
- EFFICIENT VEHICLE REVERSE (*USING MIRRORS*)



BOMB THREAT MANAGEMENT & PREPAREDNESS

- Preliminary Preparation
- Bomb Threat Call Checklist
- After Call Response Checklist
- Handling Written Threats
- Mail & Package Bombs
- Bomb Threat Report & Response Hierarchy Flowchart
- Decision to Evacuate
- Safe Evacuation Process
- Bomb Searches
- Bomb Threat – Do's & Don'ts

HANDLING THREAT CALLS

- Handling Threats on Telephone
- Analyzing & Taking Threats Calls Seriously
- Do's & Don'ts for Handling of Threat Calls
- Reporting Template – Offensive / Threatening Calls

HANDLING OF MAIL (SECURITY PERSPECTIVE)

- Basic Mail Handling Operations
- Recommended Security Measures – (Mail Handling)
- Quick Reference Guidelines

HANDLING OF SUSPICIOUS MAIL (ANTHRAX /BOMB/MISC. SCARES)

- Recognizing Suspicious Packages & Mail
- General Principles for Handling Suspicious Mail
- Enhanced Precautions
- Basic facts about Anthrax
- Managing suspicious “open” / “unopened” parcels
- Security for Mail Facilities

PROCEDURE(S) FOR HANDLING TELEPHONE CALLS

- Professional Telephone Attending Etiquettes
- Best Practices for Routine Telephone Answering

HANDLING RANSOM /KIDNAPPING PHONE CALLS

- Responding Skills to Ensure Future Negotiations / Correspondence
- Reporting SOP for Kidnapping / Ransom



Please Note

All trainings are in-house sessions and customized according to the organizational needs and requests made. Upon initial consultation BARLAS ASSOCIATES will structure a cost-effective training package and submit a proposal.

Please see the Training & Development section to determine your preference.



BARLAS ASSOCIATES

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COUNTER TERRORISM & PREPAREDNESS COURSE (Awareness & Prevention)

INTRODUCTION TO TERRORISM

- What is Terrorism
- Types of Terrorism
- Ways of Terrorism
- How terrorist Gain information
- Countering Suicide Bombers: Identifying suspicious people and Activity
- Bomb Detection and first Response Guidelines.

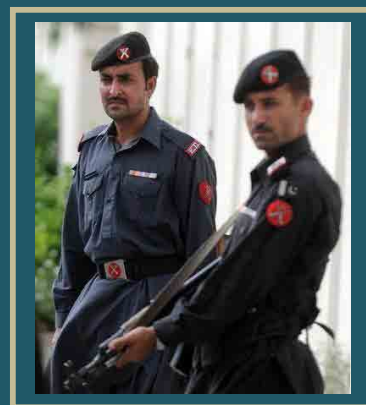
COUNTER TERRORISM

- Terrorist & Threat Profiling
- How Terrorists Prioritize Targets
 - (1) *Soft Target Approach*
 - (2) *Terrorist Surveillance*
 - (3) *Target uniformity Check*
- Interpreting suspicious Behavior
- Dealing with Enemies Acting As friends
- Identifying Terrorist Attacker Positions
- Aggressive & Passive Body Language Interpretation
- Interpreting suspicious Behavior
 - (1) *Counter Surveillance Skill*
 - (2) *Memorizing & identification*
 - (3) *Avoiding Self Explanatory answer to suspicious activity*



STOPPING A SUICIDE BOMBER [ANTI –SURVEILLANCE]

- Surveillance Detection Tactics
- Person/ people who accomplish nothing
- Surveillance conformity drill
- Eluding Surveillance
- Surveillance Deception
- Stationary Surveillance & its Counter Measures
- Foot Surveillance & its counter Measures
- Covert & overt Anti surveillance



SECURITY MEASURES & APPLICATIONS

- Premises Security
- Introduction to Electronic Vigilance systems
- Security communication & information secrecy
- Handling of Arms & their Maintenance
- Reaction & Procedures for self Defense
- Night Patrolling
- Incident Reporting method
 - (1) *Defining/ Recognizing extreme threats*
 - (2) *Incident Reporting form*
- Procedures for Suspect Arrest
 - (1) *Neutralizing the offender/ attacker*
 - (2) *Condition for safe arrest*
- Emergency Response And Preparedness
 - (1) *Emergency codes & calls*
 - (2) *Effective Muster and Disperse Techniques*
 - (3) *Role of Security in Emergency*
- Event/ Reception Security
- Diffusing Dangerous situations



MENTAL & PHYSICAL ALERTNESS – A PERFECT SECURITY APPROACH

- Physical condition that effect work performance
- Mental conditions that effect work performance
- Countering Stress & Fatigue
- Functional under Extreme stress
- Tactical thinking [An active process where the person must consider all the option and tactics available when faced with a potentially dangerous situation]
- Cues for Detecting Suspicious behavior
- Handling suspicious persons

SECURITY SEARCH PROCEDURES

- Body Search
- Baggage Search Procedure/ Hand bags Search
- Handling of Security Equipment
- Monitoring of walk Through Gates & Metal Detectors
- Searching Premises for Explosives
- Searching Vehicle of Explosives

EMERGENCY EVACATION - ROLE OF SECURITY

- Procedures for Muster Call
- Emergency Evacuation (Bomb Threat)
- Emergency Evacuation (fire Hazard)
- Emergency Evacuation (National Disaster)
- Evacuation procedures (Hostages & Casualties)
 - (1) *Evacuation when being hostage*
 - (2) *Factors for mental Alertness*
 - (3) *Dealing with casualties*



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