

4(10)

F.No.WPI(16)/2016-17/TRG

Government of Pakistan



PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training
Shahrah-e-Suhrawardy Near Zero point, Islamabad

DIRECTOR GENERAL

Dated: 21st July, 2017

SUBJECT: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF AUGUST, 2017

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD), Human Resource Planning (HRP) and Information Technology (IT). These programmes are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management and Information Technology. The purpose of organizing such programmes is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following IT training programs during the month of August, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Performance Management at Work Place Through Application Development	22-24 Aug, 2017	Yasser Qureshi Assistant Director, Ph:051-9252553 yasser.pmi@gmail.com
2.	Microsoft Excel	28-30Aug, 2017	Yasser Qureshi Assistant Director, Ph:051-9252553 yasser.pmi@gmail.com

You are requested to kindly send 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0830 hours to 1330 hours. Participants are requested to use gate No.3 for entering into the Institute. The Institute will not charge any fee for the training course. However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. The nomination of nominees may be forwarded to this Institute on the format given below:

S.No	Name & Designation	Name of Course/Seminar	Organizations	Contact No.	Email Address
1.					

Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,

(Khalida Gulnar)

Zafar Azfar
Assistant Director

Office of the Secretary (w) Office
Dy. No. 1793
Dated: 1-8-2017

Secretary (SHOAIB AHMAD SIDDIQUI)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(10)/Trg/PD&R/2017

Islamabad, the 3rd August, 2017

The nomination should reach this Section five(05) days before the course begins.

(Hina Afzal)
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/diplay the subject circular on Planning Commission's website

D.S (A&B) Office
Diary No: 1491
Dated: 1-8-17

Training Section

Diary No: 1107

Date: 01-08-2017

F.No.WPI(16)/2017-18/TRG

4(10) Trg/PD&R/2017

Government of Pakistan

PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training
Shahrah-e-Suhrawardy Near Zero point, Islamabad

Office of the Secretary D.S. (A&B) Office
Dy. No: 863
Diary No: 1480
Date: 27-07-2017

DIRECTOR GENERAL

Dated: 10th July, 2017

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF AUGUST, 2017**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD) and Human Resource Planning (HRP). These programmes are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management. The purpose of organizing such programmes is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following training programmes during the month of August, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Conflict Management	1-3 Aug, 2017	Ms. Zari, Assistant Director, Ph:051-9252552 assistantdirectorpmi@gmail.com
2.	Application of Project Management in MS Project	7-9 Aug, 2017	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com
3.	Stress Management	15-17 Aug, 2017	Ms. Zari, Assistant Director, Ph:051-9252552 assistantdirectorpmi@gmail.com
4.	Team Building Skills	21-23 Aug, 2017	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com

3. You are requested to kindly send 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats. PMI will accept nominations on first come first served basis. Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0830 hours to 1330 hours. Participants are requested to use gate No.3 for entering into the Institute. The Institute will not charge any fee for the training course. However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. The nomination of nominees may be forwarded to this Institute on the format given below:

S.No	Name & Designation	Name of Course/Seminar	Organizations	Contact No.	Email Address
1.					

4. Your personal attention in the matter will be highly appreciated.
Best regards.

Secretary,
Ministry of Planning and Development, Block "P",
Pak. Secretariat, Islamabad.

PK-awar
11/8/17
Yours sincerely,
Khalida Gulnar
(Khalida Gulnar)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

PMI

No.4(10)/Trg/PD&R/2017

Islamabad, the 3rd August, 2017

The nomination should reach this Section five(05) days before the course begins.

Hina Afzal
(Hina Afzal)
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website

4(5) Trg/PD/13 (4/14) (10) 1-



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES AND PRODUCTION
MANAGEMENT HOUSE, SHAHRAH IRAN, CLIFTON, KARACHI-75600
Tel: (9221) 99251711-14 Fax: (9221) 99251715-16 E-Mail: program@pim.com.pk

July 20, 2017

Office of the Secretary
Dy. No.: 8907
Date: 28-07-2017

OL430
THE SECRETARY
MINISTRY OF PLANNING & DEVELOPMENT
PAK SECRETARIAT, BLOCK "P"
GOVERNMENT OF PAKISTAN
ISLAMABAD

A.S.

(SHOAIB AHMAD SIDDIQUI)
Secretary

- 1- ADVANCED MANAGEMENT PROGRAM
- 2- SCHEDULE OF EVENING DIPLOMA & CERTIFICATION PROGRAMS
- 3- BI-MONTHLY MANAGEMENT OUTLOOK - MAY - JUNE 2017

Dear Sir/Madam:

Please find enclosed 1) Information on PIM's Advanced Management Program (AMP) 2017, 2) Schedule of evening diploma and certification programs, and 3) Management Outlook: May - June 2017.

We have already sent you the trainings calendar for July 2017 to January 2018 that can also be downloaded from our website www.pim.com.pk. Kindly send us nomination(s) for the scheduled trainings and diploma programs at your earliest. Nomination(s) can be sent through letter/email/fax. Nominations for the Lahore and Islamabad courses should be sent directly to PIM Lahore and Islamabad offices respectively. Course fee cheques/drafts/pay orders should be drawn in favor of 'Pakistan Institute of Management'.

PIM's Advanced Management Program (AMP) 2017 is scheduled from 7 to 18 August at PC Hotel Karachi. This year 3 program facilitators are coming from UK, and 5 local facilitators of high repute and caliber will be there to help participants gain higher level of understanding about the contemporary topics/issues/opportunities, and the strategies to capitalize on or to thrive on chaos. Please nominate senior management people to attend AMP 2017.

Best Regards,

Adeel Zeerak
Registrar & Deputy General Manager

Riasat Hussain

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

PIM

No.4(5)/Trg/PD/2013

Islamabad, the 3rd August, 2017

The nomination should reach this Section at least 10 days before the course begins.

(Hina Afzal)
Section Officer(Trg)

Mr. Tariq Waseem, Assistant Director, JACC is requested to enter/display the subject circular alongwith its schedule on Planning Commission's website

D.S (A&B) Office
Diary No: 1481
Dated: 31-7-17

7604/28/17

OS/AD
20/7/17
J/S
28.7.17

Pls. circulate.

11/8/17

31-7-17

THE PIM AMP EXPERIENCE

PIM's Advanced Management Program is a truly transformative experience for the individual & the organization. Participants will return to their organizations with the skills, insight, & confidence to lead change, drive innovation, & sustain short-range & long-term performance.

AMP FACULTY:

- Mr Wali Zahid, CEO Skill City having over 25 years of training experience in Pakistan & abroad.
- Mr Jaseem Ahmad, Associate Prof in Strategy & Management, Middlesex University, UK with over 30 years' experience of industry, teaching & training in UK, EU, ASEAN, etc.
- Mr Abdul Rahim Suriya, former President of ICAP and visiting faculty at IBA, NIPA, PICG & others.
- Mr Shah M Saad Husain, CHRD & Head of Corporate Planning, Hascol, having 40 years' experience in industry & over 31 years' experience of teaching & training at IBA, CBM, etc.
- Dr Faheem Ul Islam, Prof & Dean GIFT University Business School having over 38 years' experience in industry, government & teaching.
- Mr James Pennington, Associate Lecturer & Module Leader, WMG, University of Warwick, UK & Director P-Tech Ltd, UK.
- Dr Ali Junaid Ahmad, Senior Fellow Innovation at a top Russel Group University in UK. He has over 18 years' experience as an entrepreneur, manager & trainer.
- Dr Junaid Ahmad, Chairman & Founder of National Management Consultants & Aptech Pak Operations with over 40 years of experience in industry, consulting, teaching & training.

AMP PARTICIPANTS:

Typical AMP participants hold titles like Chairman, MD, CEO, COO, CFO, CHRD, CIO, CTO, etc.

40th ADVANCED MANAGEMENT PROGRAM

AMP

7th to 18th August, 2017
PEARL CONTINENTAL HOTEL
KARACHI

TRAINING MODULES:

- 1: Macro Trends & Scenario Planning
- 2: Business Model Evaluation
- 3: Financial Analysis & Control
- 4: Talent Management for the Future
- 5: Corporate Reputation & Brand Management
- 6: E-Business Management
- 7: Innovation Management & Digital Media Web 2.0
- 8: Strategic Management - Simulation (Business Game)
- 9: Leadership Challenges & Strategy Failures

PROGRAM FEE:

Rs. 360,000 per person. Group discount of 10% is available for two or more participants from the same organization. 10% discount available for female participants and PIM member organizations.

PLEASE CONTACT

Mr. Adeel Zeerak,

Registrar

Phone: (021) 99251711-14

Mobile: 0333-2165223

Email: registrar@pim.com.pk

Website: www.pim.com.pk

Facebook: facebook.com/pim.com.pk



GOVERNMENT OF PAKISTAN,
MINISTRY OF INDUSTRIES & PRODUCTION
**PAKISTAN INSTITUTE
OF MANAGEMENT**
SERVING BUSINESS AND INDUSTRY SINCE 1954



PAKISTAN INSTITUTE OF MANAGEMENT

SCHEDULE OF EVENING PROGRAMS (Venue: PIM, Karachi)

#	Title of the Program	Starting Date	Completion Date	Class Duration	Fee (Rs.)
01	Certified in Logistics, Transportation & Distribution (CLTD) (Mon & Tue)	25-04-17	22-08-17	4.5 Months	45,000
02	Diploma in Accounting and Finance (Mon & Wed)*	19-07-17	18-10-17	3 Months	38,000
03	IELTS Preparation Course (Sunday 10 am to 4 pm)	23-07-17	27-08-17	1.5 Months	16,000
04	Diploma in Industrial Relations and Labor Laws (Sunday 10 am to 4 pm)	23-07-17	19-11-17	4 Months	40,000
05	Certified MS Excel Professional Program (Sunday 10 am to 4 pm)	23-07-17	22-10-17	3 Months	31,000
06	Diploma in Human Resource Management (Mon & Wed)	26-07-17	22-11-17	4 Months	41,000
07	Diploma in Education Management (Mon / Wed)	26-07-17	22-11-17	4 Months	40,000
08	Diploma in Quality Management (Mon & Wed)	26-07-17	22-11-17	4 Months	41,000
09	Diploma in Administrative Skills (Mon / Wed)	26-07-17	20-12-17	4 Months	38,000
10	CSCP Study Group (Wed & Thr)	27-07-17	07-12-17	4.5 Months	45,000
11	Diploma in Project Management (Tue & Thr)	27-07-17	23-11-17	4 Months	41,000
12	Primavera P6 (Sunday 11:00 am to 3:30 pm)*	30-07-17	01-10-17	2.5 Months	31,000
13	Chartered Financial Analyst (CFA) Level -1 Preparatory Program (Sunday 10 am to 4 pm)	30-07-17	26-11-17	4 Months	40,000
14	Diploma in Marketing, Sales & Distribution (Sunday 10:00 am to 4:00 pm)	30-07-17	26-11-17	4 Months	41,000
15	Spoken English for Executives (Mon / Wed)	02-08-17	01-11-17	3 Months	30,000
16	Diploma in Healthcare and Hospital Management (Sunday 10 am to 4 pm)	06-08-17	03-12-17	4 Months	41,000
17	Diploma in Insurance Management (Sunday 10 am to 4 pm)	06-08-17	03-12-17	4 Months	40,000
18	Diploma in Management and Leadership (Tue & Thu)*	08-08-17	05-12-17	4 Months	41,000
19	Diploma in Organizational Psychology (Tue & Thr)	10-08-17	08-12-17	4 Months	40,000
20	Certified MS Office Professional Program (Thu & Fri)	11-08-17	08-11-17	3 Months	30,000
21	Diploma in Organizational Development & Performance Management Systems (Saturday 05:30 am to 9:00 pm)	19-08-17	17-12-16	4 Months	41,000
22	Diploma in Business Administration (Sunday 10 am to 4 pm)	20-08-17	17-12-17	4 Months	
23	Diploma in Business English for Professional (Mon & Wed)	21-08-17	20-11-17	3 Months	25,000
24	Certified Professional Secretaries and Personal Assistants Program (Tue & Thu)	22-08-17	21-11-17	3 Months	25,000
25	Diploma in Health Safety and Environment Alongwith IRCA (UK) Registered OHSAS 18001:2007 Lead Auditor Course (Sunday 10 am to 4 pm)	27-08-17	24-12-17	4 Months	41,000
26	Diploma in Supply Chain Management (Tue & Wed)	29-08-17	26-12-17	4 Months	41,000
27	CSCP Study Group (Sunday 10:00 am to 4:00 pm)	10-09-17	24-01-18	4.5 Months	45,000

Class Timings: 6.00 p.m. - 9.00 p.m.

Tea Break: 7.20 p.m. to 7.40 p.m.

The details of the forthcoming programs available on PIM's website. Applied for admission, along with 1 recent photo and copy of last education, may be sent to the Registrar, PIM, Karachi. The fee payment should be made in favor of "Pakistan Institute of Management" through pay order / crossed cheque.

For details and application form, please visit our website

Contact: Program Office, **PAKISTAN INSTITUTE OF MANAGEMENT**,

Management House, Shahrah-e-Iran, Clifton, Karachi: Telephones: 021-99251669 & 99251718 PABX-021-99251711-14 Fax: 021-99251715-16
Cell No. 0333-3143609 & 0315-2927403 E-mail: diplomakhi@pim.com.pk, Website: www.pim.com.pk