

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

Office of the Secretary
Dy. No. 1883
Date: 13-10-2017

DIRECTOR GENERAL

Dated: 5th October, 2017

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

Dear Sir/Madam.

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/ workshops in the wide spectrunt 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. 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 programs during the month of November, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Problem Solving Skills	30 Oct-1 st Nov, 2017	Sidra-Tul-Muntaha, Assistant Director, Ph: 051-9252552 pakistanmanpowerinstitute@gmail.com
2.	Application of Project Management in MS Project	06-08 Nov, 2017	Yasser Qureshi Assistant Director, Ph:051-9252553 yasser.pmi@gmail.com
3.	PPRA Rules	13-15 Nov, 2017	Sidra-Tul-Muntaha, Assistant Director, Ph: 051-9252552 pakistanmanpowerinstitute@gmail.com
4.	Financial Management	20-22 Nov, 2017	Yasser Qureshi Assistant Director, Ph:051-9252553 yasser.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.

Yours sincerely,

Secretary,
Ministry of Planning and Development, Block "P",

(Khalida Gulnar)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

PMI

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

Islamabad, the 16th October, 2017

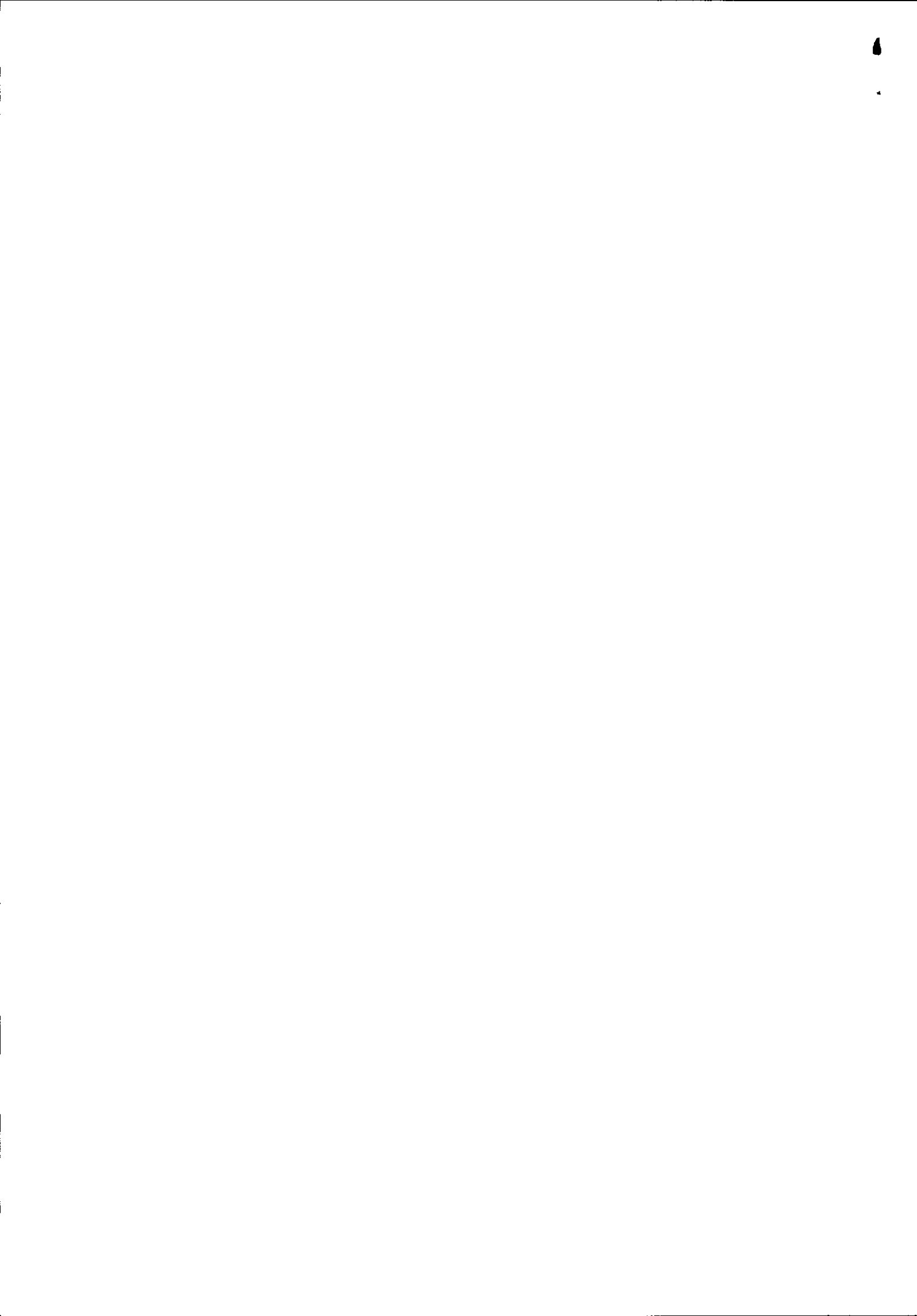
The nomination should reach this Section five(05) days before the course begins.

(Adress Ahmed)
Section Officer

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

Mr Aurangzeb Awan.

17-10-17



Courses at Management House, Lahore November and December 2017

1. Training Needs Analysis

Lahore: November 06 – 07, 2017

Good training needs analysis is essential for organizations to align the skills of participants currently available with those required to meet strategic objectives. Training Needs Analysis training course will equip participants with the skills required to carry out a training needs analysis and will enable them to make recommendations and implement findings to ensure a good return on your training investment. After attending this workshop, participants will be able to:

- Prepare a plan for the identification of current and future training needs.
- Analyse the information to prioritise training needs.
- Develop a training plan and clearly project post training benefits.

Audience

This programme has been designed for practitioners within the training / learning and development function but is also of benefit to managers and directors with overall training responsibilities

Learning Investment: Rs. 18,000/- Per Participant

2. Executive Secretaries Course

Lahore: November 06 - 07, 2017

A secretary forms an integral part of the workforce of the company, which means it needs to have certain types of skills, in order to manage the flow of the work in the office. It is a secretary, who forms a communication between the head of the office and the other employees. In this sense, executive secretary training is essential for people. This course has been designed to train and develop personal secretaries so that they may be able to provide effective administrative support to their executives and run the office efficiently. Correspondence and filing responsibilities, secretarial services, information handling, dealing with people, managing time, etc. will be discussed.

Audience

Executive secretary training is imperative for people of all different educational backgrounds to reach to a certain level. Even for people, who have been working as secretaries for a long time, executive secretary training programs help in their career development and equip them with the latest industry standards.

Learning Investment: Rs. 18,000/- Per Participant

3. Human Resource Management

Lahore: November 13 – 15, 2017

The field of Human Resources refers to the people that make up the workforce of an organization or company. In our ever increasingly competitive economy there is a growing realization that '*real gains*' in performance and productivity can only come about through better use and development of people. For this purpose, the tool and interventions available to the concerned organization lie in the field of Human Resource Management. If better use of the Human Resource in the organizations is to be

made, then there is an absolute necessity that a sound understanding and knowledge of principles and practices of human resource management be possessed by all the people who are concerned with managing people.

COURSE OBJECTIVES

This course is designed:

- To provide a sound background of the principles and practices of Human Resource Management
- To develop an understanding of the long term implications of HR issues faced in the organizations
- To provide a forum for exchange of views and ideas relating to the field of HR in Pakistan

Audience

The course is aimed for HR practitioners with less than three years' experience; non-HR practitioners with HR responsibilities. The course is equally suitable for senior HR Practitioners seeking a fast-paced review of the role of HR in today's rapidly-evolving business dynamics.

Learning Investment: Rs. 21,000/- Per Participant

4 Implementing Oracle 12C Data Guard

Lahore: November 13 – 14, 2017

This workshop provides comprehensive hands-on experience about administering Oracle Data Guard enabling participants to perform all the fundamental administration tasks that a DBA may need to manage a Data Guard environment.

Audience

DBA Administrators or people working with Databases

Learning Investment: Rs. 18,000/- Per Participant

5. Good Business Etiquettes

Lahore: November 15 - 16, 2017

Proper Business Etiquette is a fundamental requirement for all jobs. Great business etiquette can set you apart from the competition and position your career in the right direction for growth and opportunity. Whether you are looking for appropriate dressing, wording an email correctly, dressing to suit the situation, or having awareness about cultural sensitivities, having good business etiquette can give participants the edge in almost every situation and gain competitive advantage. This training program will help participants look and feel their best no matter what the situation is.

Audience

The course is beneficial for individuals at all levels specially working in multi-cultural in diverse roles.

Learning Investment: Rs. 15,000/- Per Participant

6. Event Management Skills

Lahore: November 20 - 21, 2017

Events management is a fast-paced, exciting industry that involves the planning of a wide range of events such as corporate events, weddings, sporting events, exhibitions, product launches, conferences, celebrity functions, concerts, and so forth. Organizing an event is not a piece of cake and there are many complexities that go into making an event a success. The course will help participants to understand the dynamics of event management, classifying different types of event, recognizing common features, understanding the impact of size and complexity, knowing about uncertainty in events, identifying the different stages of an event. Briefly this course is to give an understanding of how event managers plan and execute events

Audience

Individuals who are working in the organization and would like to develop their skills with respect to Event Management. The program is more beneficial for First Line Managers, Middle Managers, Top Managers or Entrepreneurs who are running their own businesses and are involved in the event management- aspiring to develop their skills as Leaders.

Learning Investment: Rs. 18,000/- Per Participant

7. Improving Workplace Effectiveness Through Creativity and Innovation

Lahore: November 20 - 21, 2017

Creativity leads to innovation which is the driving force behind a successful organization. Through group and individual creativity successful problem solving can be achieved relating to any kind of work place situation. Small scale innovation further results in improved efficiency and smoother work flows.

Audience

Middle and senior level management aspiring to introduce creativity and culture of innovativeness at workplace.

Learning Investment: Rs. 18,000/- Per Participant

8. Developing Sustainable Leadership in the Organization

Lahore: November 20, 2017

Every organization face the issue of leadership succession. The solution lies in the system of leadership development program, which gives sustainable leadership to the organization. Sustainable leadership empowers leaders and followers to create lasting value to its stakeholders. Integral qualities of a sustainable leader are integrity, mentality and sustainability. Organizations need to develop and implement a management system that breeds sustainable leaderships for its continuous growth and profitability.

Audience

The program will benefit emerging, high potential and seasoned leaders who want to enhance key managerial and leadership competencies in order to achieve outstanding results. It is fully beneficial for Senior managers, directors, vice presidents, division heads, managers, human resource professionals, OD personnel and others in positions of leadership.

Learning Investment: Rs. 12,000/- Per Participant

9. Creating Organizational Excellence

Lahore: November 21 – 22, 2017

Excellence is not an accomplishment. It is a spirit - a never ending process. Tom Peters and Robert Waterman define organizational excellence as continuous innovation in companies. They found that excellent companies were brilliant on the basics and managed to keep things simple in a complex world.

In this highly interactive two-day course where participants will learn practical tools and techniques to bring about the needed changes in their organizational culture to create sustainable organizational excellence.

Audience

This course is recommended for senior managers in organizations, particularly those who are or aspire to become decision makers, role models and catalysts to bring about cultural change in their organizations.

Learning Investment: Rs. 18,000/- Per Participant

10. Integrated HSE Management System: ISO 14001 OHSAS 18001

Lahore: November 22 – 24, 2017

Integrated Management System has become the core concerns of organizations round the globe. Extensive efforts, time and costs are being spent to counter management failures, health related hazards, accidents and other losses that incur millions and millions in terms productive and human life damages including compensations. Consistent quality production with sustained quality of work life is the focused targets of all organization worldwide and this course paves the way to implement this system in your organization.

This comprehensive course has been developed and designed to introduce participants to the HSE Integrated Management System and to provide guidelines and necessary knowledge. The course provides a solid foundation on the ISO 9001, ISO 14001, and OHSAS 18001 standards, the ability to interpret and implement requirements, and the skills and techniques to measure the effectiveness of a full ISO 9001/ ISO14001/ OHSAS 18001 Integrated Management System through an internal audit. By the end of the course participants will gain understanding of:

- Concept of IMS in organizations
- ISO 9001:2015
- ISO 14001:2015
- OHSAS 18001
- 4- Levels documents
- Internal Audit guidelines
- Corrective Actions
- Preventive Actions

Audience

Management Representatives, HSE Managers, Practitioners, Safety Managers, Working Professionals, consultants.

Learning Investment: Rs. 21,000/- Per Participant

11. Financial Management Course

Lahore: November 27 – 28, 2017

The course aims to give the participants an overall framework for financial management. It introduces for the first time, the tool of "**Shareholder Value Analysis**". Further, it offers an opportunity to understand and develop a conceptual framework of financial management with respect to the business context in Pakistan. Issues pertaining to profitability, risk and liquidity of commercial organizations shall form the core of the Program.

Audience

Managers at all levels with decision-making authority who need a better grasp of finance to ensure profitability.

Learning Investment: Rs. 18,000/- Per Participant

12. Developing Human Resource and Administrative Policy Manual

Lahore: November 27 – 29, 2017

With immense global competition, it is imperative for managers to have complete understanding of the Human resource issues in the industry. The techniques for dealing with personal issues that might

lead to legal complexities. A good HR policy could provide generalized guidance on the approach adopted by the organization, and therefore its employees, concerning various aspects of employments.

Audience

HR and Admin Managers or decision makers who are involved in developing HR Plans, Policies or looking after the administrative issues pertaining to the workforce

Learning Investment: Rs. 21,000/- Per Participant

13. Materials Handling and Warehousing

Lahore: November 27 – 28, 2017

The emergence of Logistics and Supply Chain Management as a major contributor to the profitability of an organization has emphasized the significant role of materials handling and warehousing.

Warehousing in the 2000s has a different focus than in the past, where it served the strategic role of long-term storage for raw materials and finished goods. With the development of logistics supply chain philosophies, the warehouse has taken a strategic role of attaining the logistics goals of shorter cycle times, lower inventories, lower costs, and better customer service.

Materials handling is extremely important to any warehouse's efficient operation, both in terms of transferring goods in and out and in moving goods to various locations in the warehouse.

Audience

The course is primarily designed for people involved in warehousing (store) activities, both at the operational and supervisory levels. The course is also beneficial for anyone who is interested to know more about the interaction between warehousing and other materials management functions (purchasing, inventory control and distribution).

Learning Investment: Rs. 18,000/- Per Participant

14. Skills in Supervision

Lahore: November 28 – 29, 2017

This course has been designed to develop employees to discharge supervisory responsibilities effectively. This would help participants to effectively manage a workgroup and will equip them with essential skill to tackle difficult employee behavior. Major areas covered in the program include basics of management, communication, human relations and productivity.

Audience

The course is ideal for people who manage teams or a group of people. The course is equally beneficial for people newly appointed for supervisory roles who aspire to learn skills for managing people.

Learning Investment: Rs. 18,000/- Per Participant

15. Supply Chain Management

Lahore: November 29 – 30, 2017

Organizations all over the world are going through significant changes, refocusing on core activities and divesting themselves of many of the support functions traditionally carried 'in-house'. We are on the brink of a major movement towards outsourcing the logistics function. This development has led to the broader concept of logistics that encompasses the functions of both suppliers and customers in an integrated supply chain. The topics include value chain analysis, strategic partnerships and alliances, international operations, network optimization, best practices and benchmarking.

Audience

The course is suitable for people looking after supply chain, logistics and material handling in organizations. The course is equally beneficial for managers looking after the suppliers or customers and associated with supply chain cycle.

Learning Investment: Rs. 18,000/- Per Participant

16. Skills in Goal Setting and Work Planning

Lahore: December 04 – 06, 2017

This course will help participants to learn the concepts of corporate planning and its linkage with corporate objectives and the strategy for the accomplishment of each goal through extensive exposure to exercises. The focus will be to help participants learn the art of negotiating goals with others, monitoring and controlling goals and their achievement. At the end of the course, participants will be able to

- Analyse existing job portfolio and relate with the organizational objectives.
- Acquire reasonable skills to battle against the threats of the competitive work environment.
- Accessing ongoing project goals and setting improvement goals for future jobs Setting up quantitative goals & negotiating goals with their subordinates

Audience

Managers, Supervisors, team leaders and administrative personnel, who likes to add value to their organizations, through personal productivity and efficiency.

Learning Investment: Rs. 21,000/- Per Participant

17. Applied Business Intelligence

Lahore: December 04 – 05, 2017

In business environment, it is vital that decisions are made quickly and accurately. In this course use Excel techniques to build dynamic and sophisticated spreadsheets. Develop Interactive Dashboards, Key Performance indicators. You learn to perform "what-if" analysis, apply functions, manipulate PivotTables and present your results to make better decisions for planning, budgeting and more.

Course Outline:

- Overview of Microsoft Excel's advanced features
- Developing Excel Interactive Dashboards, KPI. Dashboards
- Excel reporting techniques using functions/formulae
- Summarize and analyze large amounts of data using PivotTables and Pivot Chart Reports.
- Consolidate and process multidimensional worksheets
- External Data Connectivity and integration.
- Automate Excel processes using ActiveX Controls and VBA Macros
- Perform "what- if" analysis for developing business plans
- Automate Excel Processes using Scenarios, Goal Seek, and Solver.

Audience

Data Analysts or people managing data who are responsible to provide relevant insights and assist decision makers taking the right decisions through carefully analyzing and providing the right information through data.

Learning Investment: Rs. 18,000/- Per Participant

18. Stress Management

Lahore: October 02 - 03, 2017

Stress is known as the silent killer. Its continued impact, which is seldom felt by an individual, weakens the human system and eventually leads to a breakdown of psychological and physical health. Today's managers, burdened by ever increasing demands of information age management, are becoming increasingly vulnerable to stress induced problems and decisions.

This program is aimed at providing Chief Executives and Senior Managers with a comprehensive understanding of stress loaders in their personal and organizational lives, and helps them to develop effective stress management strategies.

Learning Investment: Rs. 18,000/- Per Participant

19. Getting Massive Results by Neuro Linguistic Programing (NLP)

Lahore: December 11 - 12, 2017

NLP is used for personal development and for success in business. NLP is the practice of understanding how people organize their thinking, feeling, language and align their behaviors to produce the results they aspire for. This course will provide participants with the methodology to model outstanding performances achieved by geniuses and leaders in their field.

Audience

The course is suitable for people at all levels from any department and field of life who aspire to achieve the desired results in their relevant fields.

Learning Investment: Rs. 18,000/- Per Participant

20. Presentation Skills for Managers

Lahore: December 12 - 14, 2017

Managers have to spend a lot of their valuable time, preparing for a formal or an informal presentation. This course is designed to impart skills that will help managers deliver their presentations with confidence and ease, so that their audience could easily grasp what is presented to them and get appropriately influenced.

Audience

Middle level managers, entrepreneurs or people who have to give frequent presentations.

Learning Investment: Rs. 21,000/- Per Participant

21. Problem Solving and Decision Making Skills

Lahore: December 18 - 20, 2017

This course will provide a conceptual framework for rationale, accuracy and efficiency in problem identification and effective decision making. The workshop is designed for senior and middle level managers involved with the decision making process.

Learning Investment: Rs. 18,000/- Per Participant

22. Planning and Scheduling with Primavera PV16.1

Lahore: December 18 – 20, 2017

This course provides hands-on training for Primavera Enterprise P6 Course. Participants will gain a thorough background in the concepts of scheduling and planning. This course leads you through hands-on workshop that creates and tracks an entire project to completion.

Learning Investment: Rs. 21,000/- Per Participant

23. Enhancing Leadership Skills

Lahore: December 19 – 20, 2017

Quality leaders create a compelling vision of the future and develop the strategies to achieve it. They lead with both emotional intelligence and work to move the organization forward. They are change creators and change managers. Drawing on examples from your life and work experience, research on leadership, and classroom based stimulating exercises, this course offers key principles and proven strategies guaranteed to give participants the confidence and know-how to successfully practice the art and science of leadership.

Audience

The program will benefit emerging, high potential and seasoned leaders who want to enhance leadership competencies in order to achieve outstanding results. It is fully beneficial for Senior managers, directors, vice presidents, division heads, managers, human resource professionals, OD personnel and others in positions of leadership.

Learning Investment: Rs. 18,000/- Per Participant

24. Workshop on Strategic Planning

Lahore: December 26 – 28, 2017

This workshop offers a brief framework for deciding a strategic direction and identifying short term and long term goals. The program further challenges participants to surface liabilities and potential threats and identify actions that positively impact the business.

Audience

This strategic planning training course is suitable for individuals who needs to lead a team through a strategy formulation process. The course is equally feasible Strategic planners, strategy facilitators, general managers, CEOs, In-house consultants and leaders of divisions, SBUs, or departments.

Learning Investment: Rs. 25,000/- Per Participant

25. Best Practices in Hygiene and Food Safety Management

Lahore: December 26 – 28, 2017

With ongoing growth in the hospitality sector, it is witnessed that food safety related incidents have increased overtime and preventing ill health now a day is a key priority for People involved in Food related sector(s). To succeed in the corporate world, food assurance has become critical. This comprehensive training program on the above subject that will provide detailed view of food safety management systems, Interpret ISO 22000 requirements and equip participants with best practices to improve the food safety culture within the organizations.

Audience

Food safety managers or any other individual who is associated with Food management in organizations, restaurants or hotels.

Learning Investment: Rs. 21,000/- Per Participant