



WP-I(16)/2017-18/T&R
Government of Pakistan

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

DIRECTOR GENERAL

Dated: 1st January, 2018

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF FEBRUARY, 2018**

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. 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 February, 2018.

S.No	Name of Event	Duration	Course Coordinators
1.	Application of Project Management in MS Project	12 -16 February, 2018	Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252550 Email: pakistanmanpowerinstitute@gmail.com
2.	Harassment of Women at Workplace	19-21 February, 2018	Ms. Zari, Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@gmail.com
3.	Auditing System in Public Sector	26 - 28 February, 2018	Yasser Qureshi, Assistant Director Ph:051-9252553, yasser.pmi@gmail.com
4.	MS Power Point	27 Feb - 01 March, 2018	Ms. Farhat Shafiq, Deputy Director Ph: 051-9252555 Email: 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.

(SHOAIB AHMAD SIDDIQUI)

Syed Tariq Mahmood Jaffery
Joint Secretary (Establishment)

Yours sincerely,

(Khalida Gulnar)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(10)/Trg/PD&R/2013

Islamabad, the 10th January, 2018

The nomination of suitable officer from their sections should reach this Section latest by 6th February, 2018.

(Adrees Ahmed)
Section Officer

Project Director (Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website

Office of the Secretary

Dy. No. 803
Date: 05-01-2018

D.S. (Establishment) Office

Diary No. 803
Date: 5/1/18

JS (Establishment)

Dy. No. 897
Date: 05-1-18