

Government of Pakistan

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

DIRECTOR GENERAL

Dated: 9th January, 2017SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF FEBRUARY, 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 February, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Managing Employee Motivation at Work Place	1-3 Feb, 2017	Mr. Jaffar Mansoor Abbasi, Director, Ph:051-9252553 abbasijma@gmail.com
2.	Application of Project Management in MS Project (Training Course)	6-8 Feb, 2017	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com
3.	Anger & Stress Management	13-15 Feb, 2017	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com
	Effective Time Management	20-22 Feb, 2017	Mr. Jaffar Mansoor Abbasi, Director, Ph:051-9252553 abbasijma@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 serve 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. The Institute will not charge any fee for the workshop. 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,

Joint Secretary (A) Office

Dy. No. 631

Date: 23-1-2017

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

23.1.17
Zafar Hasan
S.S(A)
23/1/17 (Khalida Gulnar)

[Signature]

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

PMI

No.4(10-1)/Trg/PD/2013

Islamabad, the 24th January, 2017

The nomination should reach this Section at-least 4 days before the course begins.

[Signature]
 (Niaz Ali Khan)
 Section Officer

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

For uploading on PL website
Web Developer

[Signature]
 25-1-17

Office of the Secretary

Dy. No. 288

Date: 23-01-2017

A.S.

YOUSAF NASEEM KHOKHAR
Secretary

Additional Secretary

Dy. No. 5189

Date: 23/1/17