



"CREATING EXCELLENCE"
GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)
 PPMI Complex, Street. No. 1, Sector H-8/1, Islamabad

No.2(27-A)PPMI/PD/2025-26

Islamabad, the 1st December, 2025

SUBJECT: TRAINING COURSES FOR 3RD QUARTER (JANUARY - MARCH) 2025-26

Dear Sir/Madam, النساء الكرام

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 3rd Quarter (January - March) 2025-26.

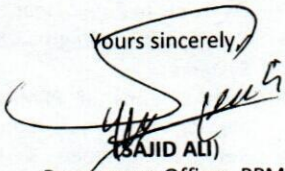
S. No.	Course Name	Course Date
1	Monitoring & Evaluation of Development Projects	7 - 9 January, 2026
2	Complete Project Cycle Management	12 - 16 January, 2026
3	Environmental Sustainability & Resilience Building	21 - 23 January, 2026
4	Managing Human Resource in Public Sector	28 - 30 January, 2026
5	Budgeting & Financial Management in Public Sector	2 - 4 February, 2026
6	Preparation of PC-I & PC-II	11 - 13 February, 2026

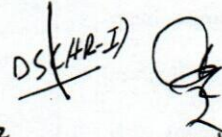
2. It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/Divisions/Departments/Organizations.

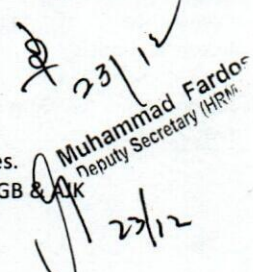
3. The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate**.

4. Please also ensure that necessary **telephone contact number (including Mobile Number) and Fax/Email ID of nominee(s)/nominating agency and controlling officer** are given in the covering letter enabling PPMI for prompt communication with the concerned. Brief contents of the training courses are overleaf in case of any clarification regarding it **Training Coordinator, PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269883**.

5. The nominee should report to PPMI for participation in training course only **after confirmation of his/her nomination by PPMI**. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

SAJID ALI
 Programme Officer, PPMI


Muhammad Bashir Khetran
 Additional Secretary (HRM/Dev.)


Muhammad Fardos
 Deputy Secretary (HRM)

DISTRIBUTION:

- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B
- Additional Chief Secretaries of Provinces/AJK/GB.
- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB & FTR

Copy to:

- ↓ SPS to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- ↓ SPS to Deputy Chairman, Planning Commission, Islamabad.
- ↓ SPS to Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- ↓ SPS to Additional Secretary (A&O), M/o Planning, Development & Special Initiatives, Islamabad.
- ↓ SPS to Additional Secretary (D&SI), M/o Planning, Development & Special Initiatives, Islamabad.
- ↓ APS to Joint Secretary (Org/Lit), M/o Planning, Development & Special Initiatives, Islamabad.
- ↓ Section Officer (VI), Training Section, M/o Planning, Development & Special Initiatives, Islamabad.
- ↓ Assistant Director (IT Wing), M/o PD&SI for uploading of M/o Planning, Development & Special Initiatives, Islamabad.

Deputy Secretary (HRM-I) HRM-IV Section

Diary No. 424 Date: 23-12-25

DevCom. M/o PD&SI
 Diary No. 55
 Date: 23/12/2025

BRIEF COURSE CONTENTS
3RD QUARTER (JANUARY - MARCH) 2025-26

Monitoring & Evaluation of Development Projects

- Essentials of Monitoring & Evaluation (M&E)
 - M&E Overview
 - Main difference between Monitoring & Evaluation
- Designing & Implementing M&E System
 - Place of M&E in the Project Management Cycle
 - M&E Frameworks- Logical
- Performance Monitoring & Evaluation
 - Performance Indicators
 - Performance Monitoring and Evaluation
- Project Evaluation
 - Basic of Evaluation
 - Types of Evaluations
- Data Management & Information Use
 - Identifying types of Data
 - Data Collection & Analysis

Environmental Sustainability and Resilience Building

- Understanding Environmental Sustainability
- Environmentally Sustainable Development & management
- Understanding Resilience and Resilience Building
- Climate-resilient Development Planning
- Climate-resilient Agriculture and Food Systems with a focus on Health and Nutrition
- Climate-Resilient Policy, Governance and Financing
- Resilience Building in Development Projects

Budgeting and Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing Strengths & Weaknesses of PFM Systems
- Pros & Cons of PFM Reforms & Harmonizing/aligning with Donors requirements
- Reforms Roadmap & Management of Reform Processes
- Preparation of Financial Statement & Interpretations
- Case Study of PIFRA
- Introduction to General Financial Rules (GFR) FM Act, 2019

Complete Project Cycle Management

- Planning Machinery, Processes & Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

Managing Human Resource in Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing Job Descriptions & KPIs
- Recruitment & Selection Process
- Training and Development of HR
- Performance Appraisal Process: Tips for the Supervisory officers
- Ethical Dilemmas: Misuse of Resources, Power & Abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, Initiate, Execute & Report Disciplinary Proceedings?
- Identifying & Monitoring Key Performance Indicators (KPI's)

Preparation of PC-I & PC-II

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I & PC-II)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal in Project Cycle Management
- Introduction to Project Appraisal Concepts, Tools & Techniques
- Programme Evaluation & Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) & Risk Analysis

TRAINING IN LAHORE

S. NO.	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
1	Jan 01	Integerated Project Risk Management (New)	Owais Malick	25,000
2	Jan 15-16	Quality Assurance and Management	Aamir Qureshi	39,000
3	Jan 19-20	Effective Delegating and Coaching Skills	Dr. Adeel Zeerak	39,000
4	Jan 21-22	Effective Purchase Management	Dr. Adeel Zeerak	39,000
5	Jan 22-23	How Do Effective Managers Organize Themselves	Khalid Hussain	39,000
6	Jan 26-27	Conflict Management	Shehla Yasmeen	39,000
7	Jan 26-27	Internal Auditing for Integrated Management System	Aamir Qureshi	39,000
8	Jan 26-27	Techniques for Capital, Budgeting and Forecasting	Mian Ahmad Farhan	39,000
9	Jan 28-30	Advanced MS Excel	Aleem Habib	39,000
10	Feb 02-03	Emotional Intelligence for Workplace Success	Asma Umar	39,000
11	Feb 02-03	Inventory Management and Warehousing	Dr. Adeel Zeerak	39,000
12	Feb 02-04	Finance and Accounting for Non-Financial Executives	Dr. M Syed ul Haque	51,500
13	Feb 02-04	Skills in Goal Setting and Work Planning	Khalid Hussain	51,500
14	Feb 09-10	Developing Employee Performance Measurement and KPI System	Shehla Yasmeen	39,000
15	Feb 09-11	Principles of Good Management	Asmat Batool	51,500
16	Feb 09-11	Advanced Supply Chain Management	Dr. Adeel Zeerak	51,500
17	Feb 12-13	Advanced Presentation Skills and Public Speaking	Asmat Batool	39,000
18	Mar 24-25	Event Management Skills	Dr. Tayyaba Hussain	39,000
19	Mar 24-25	Negotiation Skills	Shehla Yasmeen	39,000
20	Mar 30-31	Developing Organizational Policies and Procedures	Shehla Yasmeen	39,000
21	Apr 02-03	Skills in Supervision	Laiq ur Rehman	39,000
22	Apr 06-07	Critical Thinking And Analytical Skills	Visiting Faculty	39,000
23	Apr 06-07	Understanding PPRA Rules	Dr. Adeel Zeerak	39,000
24	Apr 06-10	Certified Lean Six Sigma Green Belt	Wasim Syed	69,000
25	Apr 08-10	Data Analysis Techniques for Effective Decision Making	Khalid Hussain	51,500
26	Apr 13-14	How to Improve Morale, Motivation and Commitment	Visiting Faculty	39,000
27	Apr 13-14	Mind Openers for Managers	Asiyeh Kashany	39,000
28	Apr 13-15	Development Course for Supervisors	Aleem Habib	41,500
29	Apr 16-17	Workplace Productivity with Digital Tools and Techniques	Aleem Habib	39,000
30	Apr 20-21	Maintenance Management with TPM	Visiting Faculty	39,000
31	Apr 20-22	Effective Letters, Reports and Presentations	Asmat Batool	39,000
32	Apr 23-24	Inclusivity at The Workplace	Visiting Faculty	39,000
33	Apr 27-28	Employee Engagement: Beyond Satisfaction	Shehla Yasmeen	39,000
34	Apr 27-29	Improving Personal Effectiveness	Khalid Hussain	51,500
35	Apr 28-30	Workshop on Project Management	Laiq ur Rehman	51,500
36	May 04-05	Skills in Administration	Aleem Habib	39,000
37	May 06-07	Analyzing and Visualizing Data with Power BI Tools	Aleem Habib	39,000
38	May 07-08	Habits of Successful Professionals	Laiq Ur Rehman	39,000
39	May 07-08	Managing and Leading Organizational Change	Dr. M Ali Hamza	39,000
40	May 11-12	HR Analytics	Shehla Yasmeen	39,000
41	May 11-12	Management Skills for Mid Career Professionals	Visiting Faculty	39,000
42	May 11-12	Positive Work Attitudes	Asiyeh Kashany	39,000
43	May 14-15	Persona For Success (New)	Huma Akhter	39,000
44	May 14-15	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	Visiting Faculty	51,500
45	May 18-20	Teamwork: Getting People to Work Together	Aleem Habib	51,500
46	May 18-20	Production Operations Management	Dr. Adeel Zeerak	51,500
47	May 21-22	Dashboard Reporting and Advanced Data Analysis with MS Excel	Aleem Habib	39,000
48	May 21-22	Project Monitoring, Evaluation and Control	Laiq ur Rehman	39,000
49	Jun 04-05	Enhancing Leadership Skills	Laiq ur Rehman	39,000
50	Jun 08-09	Design Thinking for Innovation	Visiting Faculty	39,000
51	Jun 08-10	Advanced MS Office	Rafay Ghauri	39,000
52	Jun 15-17	HR For Non HR Professionals	Asmat Batool	51,500
53	Jun 15-17	Problem Solving and Decision Making Skills	Khalid Hussain	51,500
54	Jul 18-19	Understanding and Managing Workplace Stress	Asmat Batool	39,000
55	Jun 18-19	Developing Managerial Competencies	Khalid Hussain	39,000
56	Jun 22-23	AI Essentials for Everyone	Aleem Habib	39,000
57	Jun 22-24	High Impact Communication Skills	Asmat Batool	51,500
58	Jun 22-23	Win Customers Over: The Art of Customer Services	Asiyeh Kashany	39,000
59	Jun 29-30	Transformational Sales Leadership: Driving Growth and Inspiring Teams	Visiting Faculty	39,000



CATEGORY WISE COURSES

JANUARY TO JUNE 2026

COMMUNICATION				GENERAL MANAGEMENT					
	DATE	CITY	FEE (Rs)		DATE	CITY	FEE (Rs)		
Advanced Presentation Skills and Public Speaking	Feb 12-13	Lhe	39,000	Management Course for Junior Executives	Feb 09-11	Isb	51,500		
	Apr 09-10	Khi			Apr 06-08	Khi			
	May 14-15	Isb			May 07-08	Lhe			
Effective Letters, Reports and Presentations	Apr 20-22	Lhe	39,000	Managing and Leading Organizational Change	Jun 03-04	Isb	39,000		
	May 18-20	Isb			Jan 12-13	Khi			
	Jun 08-10	Khi			Jan 19-20	Isb			
High Impact Communication Skills	Apr 06-08	Khi	51,500	Mind Openers for Managers	Apr 13-14	Lhe	39,000		
	May 11-13	Isb			Jun 08-09	Khi			
	Jun 22-24	Lhe			Jun 22-23	Isb			
Power of English: Speak With Confidence (New)	Apr 09-10	Khi	39,000	Performance Based Management	Jul 01-02	Khi			
FINANCE AND AUDITING				GENERAL MANAGEMENT					
Finance and Accounting for Non-Financial Executives	Feb 02-04	Lhe	51,500	Problem Solving and Decision Making Skills	Apr 20-22	Khi	51,500		
	Apr 06-08	Isb			Jun 15-17	Lhe			
	May 04-06	Khi			Jun 29-Jul 01	Isb			
Financial Analysis: Concepts and Techniques	Feb 09-11	Khi	51,500	Privacy and Secrecy Of Information-Do Not Take It Lightly (New)	Feb 09	Khi	25,000		
Financial Management	Jun 08-09	Isb	39,000		Principles of Good Management	Jan 26-28	Khi		
Techniques for Capital, Budgeting and Forecasting	Jan 26-27	Lhe	39,000			Feb 09-11	Lhe	51,500	
GENERAL MANAGEMENT				GENERAL MANAGEMENT					
AI Essentials for Everyone	Mar 26-27	Khi	39,000	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	Apr 27-28	Khi	39,000		
	Apr 29-30	Isb			Mar 26-27	Khi			
	Jun 22-23	Lhe			Apr 16-17	Isb			
Anger Management	Jun 15-16	Isb	39,000	The Art of Professional Selling (New)	May 14-15	Lhe	51,500		
Coaching for High Performance (New)	May 18	Khi	25,000		Apr 27-28	Khi			
Data Analysis Techniques for Effective Decision Making	Feb 09-11	Isb	51,500		Teamwork: Getting People to Work Together	Apr 06-08		Khi	51,500
Design Thinking for Innovation	Mar 24-26	Khi	51,500	Skills in Administration	May 18-20	Lhe	39,000		
	Apr 08-10	Lhe			Jun 01-03	Isb			
	Jun 08-09	Lhe			39,000	Mar 30-31		Isb	
Developing Managerial Competencies	Apr 02-03	Khi	39,000	Skills in Goal Setting and Work Planning	May 04-05	Lhe	39,000		
	Apr 16-17	Isb			Jun 11-12	Khi			
	Jun 18-19	Lhe			Feb 02-04	Lhe			
Development Course for Supervisors	Feb 09-11	Isb	41,500	Skills in Supervision	May 11-13	Isb	51,500		
	Apr 13-15	Lhe			Jun 22-24	Khi			
	May 11-13	Khi			Feb 12-13	Khi			
Diversity, Equity, Inclusion and Belonging (New)	Jun 29-30	Isb	39,000	Unlocking Business Efficiency with an ERP System (New)	Apr 02-03	Lhe	39,000		
Employee Wellness Programs (New)	Apr 20-21	Isb	39,000	Workplace Productivity with Digital Tools and Techniques	Jul 02-03	Isb	39,000		
Effective Delegating and Coaching Skills	Jan 19-20	Lhe	39,000		Jan 15-16	Isb			
Emotional Intelligence for Workplace Success	Feb 02-03	Lhe	39,000		Apr 16-17	Lhe		39,000	
Event Management Skills	Mar 24-25	Lhe	39,000	Workplace Ethics	Jun 11-12	Isb	39,000		
	Jun 15-16	Khi			HUMAN RESOURCE MANAGEMENT				
	Feb 02-03	Khi			39,000	Developing Employee Performance Measurement and KPI System		Feb 09-10	Lhe
May 07-08	Lhe	39,000	Developing Organizational Policies and Procedures	Apr 15-16	Khi				
How to Improve Morale, Motivation and Commitment	Apr 13-14	Lhe	39,000	Employee Engagement: Beyond Satisfaction	Mar 30-31	Lhe	39,000		
How Do Effective Managers Organize Themselves	Jan 22-23	Lhe	39,000	HR for Non HR Professionals	Apr 27-28	Lhe	39,000		
	Mar 30-31	Khi			Jan 12-14	Khi			
	Jun 11-12	Isb			Apr 13-15	Isb			
Industrial and Organizational Psychology (New)	Jun 01-02	Isb	39,000	HR Analytics	Jun 15-17	Lhe	51,500		
	Apr 23-24	Lhe			Feb 16-17	Isb			
	May 11-12	Lhe			May 11-12	Lhe		39,000	
Inclusivity at The Workplace	Apr 23-24	Lhe	39,000	Leading The Shift: Integrating Generative AI Into Your HR Strategy (New)	Feb 02-03	Isb	39,000		
Management Skills for Mid Career Professionals	May 11-12	Lhe	39,000		Apr 27-28	Khi			
Management in The Age of Artificial Intelligence	Mar 24-26	Isb	39,000		Training Techniques for Trainers	May 04-06		Khi	51,500
					Jun 08-10	Isb			



TRAINING IN KARACHI

S. NO.	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
1	Jan 12-13	Managing with Power and Influence	Dr. Adeel Zeerak	39,000
2	Jan 12-13	Positive Work Attitudes	Asiyeh Kashany	39,000
3	Jan 12-14	HR for Non HR Professionals	Asmat Batool	51,500
4	Jan 20-21	Workshop on Strategic Planning	Dr. M Syed ul Haque	39,000
5	Jan 26-27	Win Customers Over: The Art of Customer Services	Asiyeh Kashany	39,000
6	Jan 26-28	Principles of Good Management	Asmat Batool	51,500
7	Feb 02-03	Critical Thinking and Analytical Skills	Visiting Faculty	39,000
8	Feb 02-03	Habits of Successful Professionals	Laiq ur Rehman	39,000
9	Feb 09	Privacy and Secrecy of Information-Do Not Take It Lightly (New)	Usman Yousuf	25,000
10	Feb 09-11	Financial Analysis: Concepts and Techniques	Dr. M Syed ul Haque	51,500
11	Feb 12-13	Skills in Supervision	Laiq Ur Rehman	39,000
12	Mar 24-25	Dashboard Reporting and Advanced Data Analysis with MS Excel	Aleem Habib	39,000
13	Mar 24-26	Data Analysis Techniques for Effective Decision Making	Khalid Hussain	51,500
14	Mar 26-27	AI Essentials for Everyone	Aleem Habib	39,000
15	Mar 26-27	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	Visiting Faculty	51,500
16	Mar 30-31	Contract Management	Dr. Adeel Zeerak	39,000
17	Mar 30-31	How Do Effective Managers Organize Themselves	Khalid Hussain	39,000
18	Apr 01-02	Strategic Analysis	Dr. M Syed ul Haque	39,000
19	Apr 02-03	Developing Managerial Competencies	Khalid Hussain	39,000
20	Apr 06-08	High Impact Communication Skills	Asmat Batool	51,500
21	Apr 06-08	Management Course for Junior Executives	Asiyeh Kashany	51,500
22	Apr 06-08	Teamwork: Getting People to Work Together	Aleem Habib	51,500
23	Apr 09-10	Analyzing and Visualizing Data with Power BI Tools	Aleem Habib	39,000
24	Apr 09-10	Advanced Presentation Skills and Public Speaking	Asmat Batool	39,000
25	Apr 09-10	Power of English: Speak With Confidence (New)	Asiyeh Kashany	39,000
26	Apr 13-14	Negotiation Skills	Shehla Yasmeen	39,000
27	Apr 15-16	Developing Employee Performance Measurement and KPI System	Shehla Yasmeen	39,000
28	Apr 15-17	Workshop on Project Management	Laiq Ur Rehman	51,500
29	Apr 20-22	Advanced MS Office	Aleem Habib	39,000
30	Apr 20-22	Problem Solving and Decision Making Skills	Khalid Hussain	51,500
31	Apr 20-22	Advanced Supply Chain Management	Dr. Adeel Zeerak	51,500
32	Apr 21-22	Strategy Formulation	Dr. M Syed ul Haque	39,000
33	Apr 27-28	Leading The Shift: Integrating Generative AI Into Your HR Strategy (New)	Dr. Salman Hameed	39,000
34	Apr 27-28	The Art of Professional Selling (New)	Usman Yousuf	39,000
35	Apr 27-30	Taxation Laws of Pakistan	Visiting Faculty	56,500
36	May 04-05	Dealing With Difficult People	Asmat Batool	39,000
37	May 04-06	Finance and Accounting for Non-Financial Executives	Dr. M Syed ul Haque	51,500
38	May 04-06	Training Techniques For Trainers	Khalid Hussain	51,500
39	May 06-07	Understanding And Managing Workplace Stress	Asmat Batool	39,000
40	May 11-12	Achieving Employee Excellence (New)	Usman Yousuf	39,000
41	May 11-12	Understanding PPRA Rules	Dr. Adeel Zeerak	39,000
42	May 11-13	Development Course for Supervisors	Aleem Habib	41,500
43	May 18	Coaching for High Performance (New)	Usman Yousuf	25,000
44	May 18-20	Improving Personal Effectiveness	Khalid Hussain	51,500
45	May 18-22	Certified Lean Six Sigma Green Belt	Visiting Faculty	69,000
46	Jun 01-02	Critical Thinking and Analytical Skills	Visiting Faculty	39,000
47	Jun 02-03	Managerial Transition: From Operational Manager to Strategic Thinker	Dr. M Syed ul Haque	41,500
48	Jun 08-09	Inventory Management and Warehousing	Dr. Adeel Zeerak	39,000
49	Jun 08-09	Mind Openers for Managers	Asiyeh Kashany	39,000
50	Jun 08-10	Advanced MS Excel	Aleem Habib	39,000
51	Jun 08-10	Effective Letters, Reports and Presentations	Asmat Batool	39,000
52	Jun 09-10	Implementing Strategy for Achieving Competitive Objectives	Dr. M Syed ul Haque	39,000
53	Jun 11-12	Assertiveness Skills	Asmat Batool	39,000
54	Jun 11-12	Project Monitoring, Evaluation And Control	Laiq ur Rehman	39,000
55	Jun 11-12	Skills in Administration	Aleem Habib	39,000
56	June 15-16	Event Management	Usman Yousuf	39,000
57	Jun 18-19	Enhancing Leadership Skills	Laiq Ur Rehman	39,000
58	Jun 22-23	Effective Purchase Management	Dr. Adeel Zeerak	39,000
59	Jun 22-24	Skills in Goal Setting and Work Planning	Khalid Hussain	51,500
60	Jun 29-30	Conflict Management	Shehla Yasmeen	39,000
61	Jun 29-30	Strategic Management	Dr. M Syed ul Haque	41,500
62	Jul 01-02	Performance Based Management	Shehla Yasmeen	39,000



TRAINING IN ISLAMABAD

S-NO	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
1	Jan 05	Creating A Purpose-Driven Organisation (New)	Owais Malick	25,000
2	Jan 06	Integetrated Project Risk Management (New)	Owais Malick	25,000
3	Jan 15-16	Unlocking Business Efficiency with An ERP System (New)	Dr. Imran Javed	39,000
4	Jan 19-20	Mind Openers for Managers	Asiyeh Kashany	39,000
5	Jan 26-28	Integrated HSE Management Systems: ISO 14001 and 45001	Wasim Syed	51,500
6	Jan 29-30	Critical Thinking and Analytical Skills	Amrit Amjad	39,000
7	Feb 02-03	Leading The Shift: Integrating Generative AI Into Your HR Strategy (New)	Dr. Salman Hameed	39,000
8	Feb 02-03	Quality Assurance and Management	Dr. Waqar Hashmi	39,000
9	Feb 02-04	Advanced MS Office	Aleem Habib	39,000
10	Feb 09-11	Data Analysis Techniques for Effective Decision Making	Khalid Hussain	51,500
11	Feb 09-11	Development Course for Supervisors	Aleem Habib	41,500
12	Feb 09-11	Management Course for Junior Executives	Asiyeh Kashany	54,000
13	Feb 12-13	Analyzing and Visualizing Data With Power BI Tools	Aleem Habib	39,000
14	Feb 16-17	HR Analytics	Shehla Yasmeen	39,000
15	Mar 24-26	Management in The Age of Artificial Intelligence	Osama Javed	39,000
16	Mar 24-26	Advanced Supply Chain Management	Dr. Adeel Zeerak	51,500
17	Mar 26-27	Enhancing Leadership Skills	Laiq ur Rehman	39,000
18	Mar 30-31	Skills in Administration	Aleem Habib	39,000
19	Mar 30-31	Positive Work Attitudes	Asiyeh Kashany	39,000
20	Mar 30-31	Understanding and Managing Workplace Stress	Asmat Batool	39,000
21	Apr 01-03	Advanced MS Excel	Aleem Habib	39,000
22	Apr 02-03	Emotional Intelligence for Workplace Success	Amrit Amjad	39,000
23	Apr 06-08	Finance and Accounting for Non-Financial Executives	Dr. M Syed ul Haque	51,500
24	Apr 06-09	Taxation Laws of Pakistan	Waheed Iqbal	56,500
25	Apr 08-10	Workshop on Project Management	Laiq ur Rehman	51,500
26	Apr 13-14	Inventory Management and Warehousing	Dr. Adeel Zeerak	39,000
27	Apr 13-15	HR for Non HR Professionals	Asmat Batool	51,500
28	Apr 13-15	Improving Personal Effectiveness	Khalid Hussain	51,500
29	Apr 15-16	Contract Management	Dr. Adeel Zeerak	39,000
30	Apr 16-17	Developing Managerial Competencies	Khalid Hussain	39,000
31	Apr 16-17	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	Visiting Faculty	51,500
32	Apr 20-21	Employee Wellness Programs (New)	Faisal Irfan	39,000
33	Apr 20-21	Transformational Sales Leadership: Driving Growth and Inspiring Teams	Visiting Faculty	39,000
34	Apr 23-24	Project Monitoring, Evaluation and Control	Laiq ur Rehman	39,000
35	Apr 27-28	Dashboard Reporting and Advanced Data Analysis With MS Excel	Aleem Habib	39,000
36	Apr 27-29	Principles of Good Management	Asmat Batool	51,500
37	Apr 27-28	Understanding PPRA Rules	Dr. Adeel Zeerak	39,000
38	Apr 29-30	AI Essentials for Everyone	Aleem Habib	39,000
39	May 04-05	Conflict Management	Shehla Yasmeen	39,000
40	May 04-05	ISO 9001:2015 QMS-TQM	Dr. Waqar Hashmi	39,000
41	May 04-08	Certified Lean Six Sigma Green Belt	Wasim Syed	69,000
42	May 11-13	High Impact Communication Skills	Asmat Batool	51,500
43	May 11-13	Skills in Goal Setting and Work Planning	Khalid Hussain	51,500
44	May 14-15	Advanced Presentation Skills and Public Speaking	Asmat Batool	39,000
45	May 14-15	Managing Multiple Projects	Laiq Ur Rehman	39,000
46	May 18-19	Negotiation Skills	Shehla Yasmeen	39,000
47	May 18-20	Effective Letters, Reports and Presentations	Asmat Batool	39,000
48	Jun 01-02	Industrial and Organizational Psychology (New)	Dr. Ali Hamza	39,000
49	Jun 01-03	Teamwork: Getting People to Work Together	Aleem Habib	51,500
50	Jun 03-04	Managing and Leading Organizational Change	Dr. M Ali Hamza	39,000
51	Jun 08-09	Financial Management	Tahira Nisar	39,000
52	Jun 08-10	Advanced MS Excel	Visiting Faculty	39,000
53	Jun 08-10	Training Techniques for Trainers	Khalid Hussain	51,500
54	Jun 11-12	How Do Effective Managers Organize Themselves	Khalid Hussain	39,000
55	Jun 11-12	Kaizen Tools for Continuous Improvement (New)	Dr. Waqar Hashmi	39,000
56	Jun 11-12	Workplace Ethics	Shehla Yasmeen	39,000
57	Jun 15-16	Anger Management	Nasir Malik	39,000
58	Jun 22-23	Digital Invoicing and Integration with FBR System (New)	Shafiq Khan	39,000
59	Jun 22-23	Performance Based Management	Shehla Yasmeen	39,000
60	Jun 29-30	Diversity, Equity, Inclusion and Belonging (New)	Asmat Batool	39,000
61	Jun 29-Jul 01	Problem Solving and Decision Making Skills	Khalid Hussain	51,500
62	Jul 02-03	Skills in Supervision	Laiq Ur Rehman	39,000

■ Course timings: 9:00 am to 4:00 pm.

■ Courses can also be arranged in-house to meet our clients' specialized needs.

These courses can be conducted at PIM or any other location.

■ PIM reserves the right to make any changes required as per circumstances.

■ PIM offers complimentary participation and fee discounts in courses to various categories of PIM memberships.

■ Fee is exclusive of all applicable taxes.

