

Government of Pakistan  
FINANCE DIVISION  
(HRM Wing)  
(Quality Assurance – I Section)

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**C I R C U L A R**

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2018**

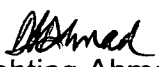
Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter dated 30-01-2018 has invited suitable nominations of officers in BPS-17 and above for the following training courses:-

S.#.	Course Name	Dates & Time	Date of Submission to QA-I Section
i)	Application of Project Management in MS Project	05 – 09 Mar, 2018	22-02-2018
ii)	Negotiation, Persuasion and Influencing Skills	06 – 08 Mar, 2018	22-02-2018
iii)	Regulatory Frame Work in Supply Chain	12 – 14 Mar, 2018	22-02-2018
iv)	MS Excel	13– 15 Mar, 2018	22-02-2018
v)	Dynamic Leadership in Wisdom Age	19– 21 Mar, 2018	02-03-2018
vi)	How to Conduct Effective Meetings	26– 28 Mar, 2018	09-03-2018

2. These programs are organized for the managers and executives of public sector organizations dealing with Human Resource Management. The purpose of organizing such programs is to disseminate information to the participants and enhance their Skills. Timing of the course will be from 0830 hours to 1330 hours.

3. Interested Officers of Finance Division, are requested to forward their nominations for the above-mentioned training programs duly recommended by the head of the respective Wing alongwith their one recent passport size photograph, copy of CNIC & official identity card to QA-I Section on the format as prescribed below:-

S.#	Name & Designation	Name of Course	Contact No.	Email Address

  
( Ishtiaq Ahmad )  
Section officer (QA-I)  
Ph: 051-9208523

**All AFSs/Sr.JSs/JSs/EA/FAs/CF&AO/DFAs/DSs/SOs & equivalent Finance Div,Ibd  
Finance Division's U.O No.F.3(8)QA-I/2014 dated 12-02-2018**

**Copy to:-**

- i. Mr. Faheem Anwar, Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.