

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

Subject:- CALL FOR NOMINATIONS FOR TRAINING COURSES AT PAKISTAN INSTITUTE OF MANAGEMENT

Pakistan Institute of Management(PIM), Ministry of Industries & Production vide its letter dated 11-06-2018 has circulated the following training courses at Karachi, Lahore, Peshawar and Islamabad under the Management Development Program - from **August 2018 to January, 2019** and requested for nominations:-


<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
Karachi			
1.	Quality Assurance & Management	30 th July – 01 st Aug, 2018	23-07-2018
2.	Effective Purchase Management	06 – 08 Aug, 2018	23-07-2018
3.	Effective Letters, Reports and Presentations	27 – 29 Aug, 2018	15-08-2018
4.	Cost Evaluation and Budgeting	03 – 04 Sep, 2018	15-08-2018
5.	Enhancing Leadership Skills	17 – 18 Sep, 2018	03-09-2018
6.	Security and Risk Management	17 – 18 Sep, 2018	03-09-2018
7.	Skills in Goal Setting and Work Planning	24 – 26 Sep, 2018	12-09-2018
8.	Modern Secretarial Practices	01 - 03 Oct, 2018	12-09-2018
9.	Human Resources Management	01 - 03 Oct, 2018	12-09-2018
10.	Skills in Administration	15 - 16 Oct, 2018	08-10-2018
11.	Six Sigma: Green Belt	15 - 19 Oct, 2018	08-10-2018
12.	Workshop on Project Management	29 th Oct – 2 nd Nov, 2018	22-10-2018
13.	Developing Employee Performance Measurement and KPI's System	29 - 30 Nov, 2018	22-10-2018
14.	Stress Management	05 - 06 Nov, 2018	22-10-2018
15.	Quality Management Master Class	12 - 16 Nov, 2018	02-11-2018
16.	Presentation Skills for Managers	12 - 13 Nov, 2018	02-11-2018
17.	Finance and Accounting for Non-Financial Executives	26 - 28 Nov, 2018	19-11-2018
18.	Developing Managerial Competencies	26 - 27 Nov, 2018	19-11-2018
19.	Managing with Authority & Influence	03 - 04 Dec, 2018	19-11-2018
20.	Effective Communication Skills	10 - 12 Dec, 2018	03-12-2018
21.	Data Analysis Techniques for Effective Decision Making	17 - 19 Dec, 2018	03-12-2018
22.	Team Work; Getting People to Work Together	07 – 09 Jan, 2019	28-12-2018
23.	Managerial Transition; from Operational Manager to Strategic Thinker	14 – 15 Jan, 2019	07-01-2019
24.	Negotiation Skills	21 – 22 Jan, 2019	07-01-2019
25.	Work Place Diversity	28 – 29 Jan, 2019	21-01-2019
Lahore			
1.	Financial Management Course	06 – 07 Aug, 2018	23-07-2018
2.	Principal of Good Management	06 – 08 Aug, 2018	23-07-2018
3.	Managerial Transition: From Operational Manager to Strategic Thinker	27 – 28 Aug, 2018	15-08-2018
4.	Skills in Administration	27 – 28 Aug, 2018	15-08-2018
5.	Workshop on Project Management	27 – 31 Aug, 2018	15-08-2018

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6.	Six Sigma: Green Belt	27 – 31 Aug, 2018	15-08-2018
7.	Data Science for Decision Making	03 – 05 Sep, 2018	15-08-2018
8.	Talent Management	10 – 11 Sep, 2018	15-08-2018
9.	Negotiation Skills	13 – 14 Sep, 2018	03-09-2018
10.	Mind Openers for Managers	17 – 18 Sep, 2018	03-09-2018
11.	Financial Analysis: Concepts and Techniques	24 – 26 Sep, 2018	12-09-2018
12.	Managing With Authority and Influence	08 – 09 Oct, 2018	01-10-2018
13.	Quality Management Master Class	08 – 12 Oct, 2018	01-10-2018
14.	Project Monitoring Evaluation & Control	11 – 12 Oct, 2018	01-10-2018
15.	Effective Letters, Reports and Presentations	15 - 17 Oct, 2018	08-10-2018
16.	Training Needs Analysis	22 – 23 Oct, 2018	08-10-2018
17.	The Seven Habits of Effective Managers	29 – 30 Oct, 2018	22-10-2018
18.	Team Work: Getting People to Work Together	29 – 31 Oct, 2018	22-10-2018
19.	Data/Analysis Techniques for Effective Decision Making	05 – 07 Nov, 2018	22-10-2018
20.	Event Management Skills	22 – 23 Nov, 2018	12-11-2018
21.	Developing Employee Performance Measurement and KPI's System	26 – 27 Nov, 2018	12-11-2018
22.	Human Resources Management	26 – 28 Nov, 2018	12-11-2018
23.	Skills in Supervision	29 – 30 Nov, 2018	19-11-2018
24.	Problem Solving and Decision Making Skills	06 – 08 Dec, 2018	19-11-2018
25.	Management Course for Junior Executives	10 – 13 Dec, 2018	03-12-2018
26.	Presentation Skills for Managers	17 – 18 Dec, 2018	03-12-2018
27.	Enhancing Leadership Skills	20 – 21 Dec, 2018	03-12-2018
28.	Developing Managerial Competencies	07 – 08 Jan, 2019	28-12-2018
29.	Security and Risk Management	21 – 22 Jan, 2019	07-01-2019
30.	Finance and Accounting for Non-Financial Executives	28 – 30 Jan, 2019	07-01-2019
Peshawar			
1.	Human Resources Management	08 – 10 Oct, 2018	01-10-2018
2.	Finance and Accounting for Non-Financial Executives	29 – 31 Oct, 2018	08-10-2018
3.	Principles of Good Management	05 – 07 Nov, 2018	22-10-2018
4.	Workshop on Project Management	12 – 16 Nov, 2018	07-01-2019
5.	The Power of Positive Thinking	21 – 22 Jan, 2019	07-01-2019
Islamabad			
1.	Finance and Accounting for Non-Financial Executives	06 – 08 Aug, 2018	23-07-2018
2.	Negotiation Skills	09 – 10 Aug, 2018	23-07-2018
3.	Enhancing Leadership Skills	09 – 10 Aug, 2018	23-07-2018
4.	Understanding PPRA Rules	15 – 16 Aug, 2018	23-07-2018
5.	Work Place Diversity	16 – 17 Aug, 2018	23-07-2018
6.	Problem Solving in Decision Making Skills	27 – 29 Aug, 2018	15-08-2018
7.	Security and Risk Management	03 – 04 Sep, 2018	15-08-2018
8.	Effective Communication Skills	03 – 05 Sep, 2018	15-08-2018
9.	Human Resources Management	10 – 12 Sep, 2018	15-08-2018
10.	Stress Management	24 – 25 Sep, 2018	20-09-2018
11.	Training Needs Analysis	01 – 02 Oct, 2018	20-09-2018
12.	Strategic Management	08 – 09 Oct, 2018	20-09-2018
13.	Management Course for Junior Executives	08 – 11 Oct, 2018	20-09-2018
14.	Principles of Good Management	15 – 17 Oct, 2018	08-10-2018
15.	Modern Secretarial Practices	23 – 25 Oct, 2018	15-10-2018
16.	Skills in Administration	07 – 08 Nov, 2018	15-10-2018

17.	Advanced MS Excel	03 – 04 Dec, 2018	19-11-2018
18.	Workshop on Project Management	03 – 07 Dec, 2018	19-11-2018
19.	Corporate Governance	10 – 11 Dec, 2018	19-11-2018
20.	Developing Employee Performance Measurement and KPI's System	31st Dec, 2018 – 01st Jan, 2019	28-12-2018
21.	Six Sigma: Green Belt	07 – 11 Jan, 2019	28-12-2018
22.	Presentation Skills for Managers	21 – 22 Jan, 2019	07-01-2019
23.	Project Monitoring, Evaluation and Control	24 – 25 Jan, 2019	07-01-2019
24.	Developing Managerial Competencies	28 – 29 Jan, 2019	07-01-2019
25.	Team Work: Getting People to Work Together	30 th Jan – 01 st Feb, 2019	21-01-2019

2. Interested Officers of Finance Division(BS-17 and above) are requested to forward their nominations on or before the given dates for the scheduled training courses duly recommended by the AFS/Head of the Wing concerned, alongwith local training proforma, to QA-I Section.


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All AFSs/Sr.JSs/EA/JSs/FAs/DSs/DFAs/SOs & equivalent, Finance Division, Islamabad
Finance Division's. U.O.No.3(2)/QA-I-2014 Dated:-13-07-2018

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✓ Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.