

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

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


Pakistan Institute of Management(PIM), Ministry of Industries & Production has requested, vide its letter dated 01-01-2018 for nominations of officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad under the Management Development Program: **February to July, 2018:-**

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
<b>Karachi</b>			
1.	How to Conduct Effective Meetings	06 February, 2018	29-01-2018
2.	Financial Analysis Concepts & Techniques	12 - 14 Feb, 2018	29-01-2018
3.	Getting Results with Least Efforts	12 – 13 Feb, 2018	29-01-2018
4.	Development Human Resources and Administrative Policy Manual	19 – 20 Feb, 2018	12-02-2018
5.	Creating Organizational Excellence	26 – 27 Feb, 2018	12-02-2018
6.	Skills in Goal Setting and Work Planning	05 – 07 Mar, 2018	26-02-2018
7.	Dashboard Reporting & Advanced Data Analysis with Ms Excel	12 – 13 Mar ,2018	26-02-2018
8.	Negotiation Skills	26 – 27 Mar, 2018	12-03-2018
9.	Enhancing Leadership Skills	02 – 03 Apr, 2018	23-03-2018
10.	Cost Evaluation and Budgeting	16 – 17 Apr, 2018	06-04-2018
11.	Human Resources Management	16 – 18 Apr, 2018	06-04-2018
12.	Development Course for Supervisors	23 – 24 Apr, 2018	13-04-2018
13.	Finance and Accounting for Non-Financial Executives	09 – 11 July, 2018	29-06-2018
14.	Event Management Skills	16 – 17 July, 2018	06-07-2018
15.	Management by Objectives	25 – 26 July, 2018	13-07-2018
<b>Lahore</b>			
1.	Principles of Good Management	06 – 08 Feb, 2018	29-01-2018
2.	3D Presentation Skills Using Power Point & Flash Tools	12 – 13 Feb, 2018	29-01-2018
3.	Stress Management	19 – 20 Feb, 2018	12-02-2018
4.	Development Human Resource and Administrative Policy Manual	26 – 27 Feb, 2018	12-02-2018
5.	Advance MS Access 2010 with MYSQL Server	05 – 07 Mar, 2018	26-02-2018
6.	Dashboard Reporting and Data Analysis with MS Excel	12 – 13 Mar, 2018	26-02-2018
7.	Human Resources Management	14 – 16 Mar, 2018	26-02-2018
8.	Financial Analysis: Concepts and Techniques	19 – 21 Mar, 2018	12-03-2018
9.	Innovative Leadership	26 March, 2018	12-03-2018
10.	Essential of Performance Management System and its Implementation	26 – 27 Mar, 2018	12-03-2018
11.	Skills in Goal Setting and Work Planning	02 – 04 Apr, 2018	23-03-2018
12.	Project Monitoring, Evaluation & Control	09 – 10 Apr, 2018	23-03-2018
13.	Continual Improvement through Kaizen Management System	16 – 18 Apr, 2018	06-04-2018
14.	Enhancing Leadership Skills	02 – 03 Jul, 2018	22-06-2018
15.	Development Course for Supervisors	09 – 10 Jul, 2018	22-06-2018
16.	Great Customer Service	30 – 31 Jul, 2018	20-07-2018

**Cont'd on Page-2**

<b>Islamabad</b>			
1.	Seminar on Strategy Formulation	06 Feb, 2018	29-01-2018
2.	Develop Sustainable Leadership in the Organization	07 Feb, 2018	29-01-2018
3.	Internal audit for QMS/EMS/OHSAS	08 – 09 Feb, 2018	29-01-2018
4.	Problem Solving and Decision Making Skills	13 – 15 Feb, 2018	29-01-2018
5.	Modern Secretarial Practices	21 – 22 Feb, 2018	12-02-2018
6.	Understanding PPRA Rules	21 – 22 Feb, 2018	12-02-2018
7.	Handling Difficult People	Feb 28, 01 Mar, 2017	12-02-2018
8.	Advance MS Excel	05 – 06 Mar, 2018	26-02-2018
9.	Workshop on Project Management	12 – 16 Mar, 2018	26-02-2018
10.	Stress Management	19 – 20 Mar, 2018	12-03-2018
11.	Art of Peak Performance	26 – 27 Mar, 2018	12-03-2018
12.	Preventing Executive Derailment	05 April, 2018	23-03-2018
13.	Finance and Accounting for Non-Financial Executives	09 – 11 Apr, 2018	23-03-2018
14.	Emotional Intelligence for Workplace Success	17 – 19 Apr, 2018	06-04-2018
15.	Principles of Good Management	23 – 25 Apr, 2018	13-04-2018
16.	Developing HR & Admin Policy Manual	09 – 10 Jul, 2018	22-06-2018
17.	Budgets & Financial Reports	10 - 11 July, 2018	22-06-2018
18.	Quality Assurance & Management	11 – 13 Jul, 2018	29-06-2018
19.	Skills in Administration	23 – 24 Jul, 2018	13-07-2018
20.	Advanced MS Office	25 – 27 Jul, 2018	13-07-2018
21.	Cyber Security	30 – 31 Jul, 2018	20-07-2018

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.

  
( Ishtiaq Ahmad )  
Section Officer(QA-I)  
Tele:9208523

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:-24-01-2018**

**Copy to:-**

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