

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 letters dated 08-06-2017 and 06-07-2017 for nominations of officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad under the Management Development Program: **August, 2017 to January, 2018:-**

S.#	Course Title	Duration	Submission date to QA-I Section
Karachi			
1.	Management Course for Junior Executives	07 - 10 Aug,2017	28-07-2017
2.	Training Needs Analysis	21 - 22 Aug,2017	07-08-2017
3.	Team Work: Getting People To Work Together	28 - 29 Aug,2017	07-08-2017
4.	Stress Management	11 - 12 Sep,2017	31-08-2017
5.	Strategic Management	11 - 12 Sep,2017	31-08-2017
6.	Presentation Skills for Managers	18- 20 Sep,2017	31-08-2017
7.	Cost Evaluation and Budgeting	02 - 03 Oct,2017	15-09-2017
8.	Six Sigma: Green Belt	02 - 06 Oct,2017	15-09-2017
9.	Problem Solving and Decision Making Skills	09 - 11 Oct,2017	15-09-2017
10.	Enhancing Leadership Skills	17 - 18 Oct,2017	02-10-2017
11.	Workshop on Strategic Planning	23 - 25 Oct,2017	02-10-2017
12.	Developing Managerial Com potencies	07 - 08 Nov, 2017	02-10-2017
13.	A Comprehensive Approach to Strategic Human Resource Management	13 - 14 Nov, 2017	01-11-2017
14.	Effective Letters, Reports and Presentations	27 - 29 Nov, 2017	01-11-2017
15.	Innovative Leadership	5th Dec,2017	01-11-2017
16.	Effective Communication Skills	11 -12 Dec,2017	01-12-2017
17.	Finance and Accounting for Non-Financial Executives	11 -13 Dec,2017	01-12-2017
18.	Understanding PPRA Rules	18 -19 Dec,2017	01-12-2017
19.	Financial Analysis: Concepts and Techniques	01 – 03 Jan,2018	01-12-2017
20.	Great Customer Service	08 – 09 Jan,2018	01-12-2017
21.	Internal Auditing for Management Systems	08 – 09 Jan,2018	01-12-2017
22.	Improving Spoken English Skills	15 – 17 Jan,2018	01-01-2018
23.	Quality Assurance & Management	29 – 31 Jan,2018	01-01-2018
Lahore			
1.	Principles of Good Management	07 - 09 Aug,2017	28-07-2017
2.	3D Presentation Skills Using PowerPoint & Flash Tools	15 - 16 Aug,2017	01-08-2017
3.	Effective Letters, Reports and Presentations	28 - 30 Aug,2017	07-08-2017
4.	Quality Assurance & Management	28 - 30 Aug,2017	07-08-2017
5.	Financial Analysis; Concepts and Techniques	29 - 31 Aug,2017	07-08-2017
6.	Project Monitoring Evaluation & Control	12 - 13 Sept,2017	31-08-2017
7.	Skills in Administration	19 - 20 Sep,2017	31-08-2017
8.	Development Performance Management System and Its Implementation	25 - 26 Sept,2017	31-08-2017
9.	Team Work: Getting People to Work Together	27 - 28 Sep,2017	31-08-2017
10.	Knowledge Management & Organization Development	02 - 03 Oct,2017	15-09-2017
11.	Understanding PPRA Rules	02 - 04 Oct,2017	15-09-2017

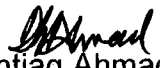
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12.	Effective Communication Skills	09 - 10 Oct,2017	15-09-2017
13.	Internal Auditing for Management Systems	16 - 17 Oct,2017	02-10-2017
14.	Finance and Accounting for Non-Financial Executives	31, Oct t – 2 Nov, 2017	02-10-2017
15.	Human Resources Management	13 - 15 Nov,2017	01-11-2017
16.	Improving Workplace Effectiveness Through Creativity & Innovation	20 - 21 Nov,2017	01-11-2017
17.	Developing Sustainable Leadership in the Organization	20 Nov, 2017	01-11-2017
18.	Financial Management Course	27 - 28 Nov,2017	01-11-2017
19.	Stress Management	11 - 12 Dec,2017	01-12-2017
20.	Presentation Skills for Managers	12 - 14 Dec,2017	01-12-2017
21.	Problem Solving and Decision Making Skills	18 - 20 Dec,2017	01-12-2017
22.	A Comprehensive Approach to Strategic Human Resource Management	08 - 09 Jan,2018	01-01-2018
23.	Management Course for Junior Executives	15 - 18 Jan,2018	01-01-2018
24.	Cost Evaluation and Budgeting	22 - 23 Jan,2018	01-01-2018
25.	Assertiveness Skills	29 - 30 Jan,2018	01-01-2018

Islamabad

1.	Result Based Management and Monitoring	08 - 09 Aug,2017	28-07-2017
2.	Problem Solving & Decision Making Skills	08 - 10 Aug,2017	28-07-2017
3.	Negotiation Skills	22 - 23 Aug,2017	07-08-2017
4.	Developing Human Resource and Administrative Policy Manual	28 - 30 Aug,2017	07-08-2017
5.	Understanding PPRA Rules	28 - 29 Aug,2017	07-08-2017
6.	Development Course For Supervisors	07 - 08 Sep,2017	31-08-2017
7.	Developing Managerial Competencies	19 - 20 Sep,2017	31-08-2017
8.	Human Resource Management	02 - 04 Oct,2017	15-09-2017
9.	Principles of Good Management	16 - 18 Oct,2017	02-10-2017
10.	Skills in Supervision	24 - 25 Oct,2017	02-10-2017
11.	Lean 5S Advance Course	30,Oct –01,Nov,2017	02-10-2017
12.	Quality Assurance and Management	06 - 08 Nov,2017	02-10-2017
13.	Management Course for Junior Executives	13 - 16 Nov,2017	01-11-2017
14.	Developing Performance Management System and its Implementation	20 - 21 Nov,2017	01-11-2017
15.	Effective Communication Skills	21 - 22 Nov,2017	01-11-2017
16.	Presentation Skills for Managers	27 - 29 Nov,2017	01-11-2017
17.	Six Sigma: Green Built	18 - 22 Dec,2017	01-11-2017
18.	Skills in Administration	26 - 27 Dec,2017	01-11-2017
19.	Knowledge Management and Organization Dev.	01 - 02 Jan,2018	01-11-2017
20.	Innovative Leadership	09 th Jan,2018	01-01-2018
21.	Team Work: Getting People To Work Together	24 - 25 Jan,2018	01-01-2018

2. 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 concerned alongwith local training proforma, to QA-I Section.


 (Ishtiaq Ahmad)
 Section Officer(QA-I)
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All Addl. Finance Secretaries/Sr.JSs/JSs/FAs/DSs/DFAs/SOs & equivalent, Finance Div. Islamabad.
Finance Division's. U.O.No.3(2)/QA-I-2014 Dated:-24-07-2017

Copy to:

Webmaster, EA Wing with the request to upload the circular for information on Fin. Div. website.