Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)
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Subject:- NOMINATIONS FOR TRAINING COURSES AT PAKISTAN INSTITUTE OF MANAGEMENT

Pakistan Institute of Management(PIM), Ministry of Industries & Production vide its e-mail dated 10-07-2019 has requested, for nominations of officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad under the "Management Training & Development Program" for the second quarter (January – March) of the current FY 2019-2020.

S.#	Course Title	Duration	Submission date to QA-I Section
KARACHI			
1.	Training Techniques for Trainers	06-08 Jan, 2020	27-12-2019
2.	Developing Employee Performance Measurement & KPI's	13-14 Jan, 2020	03-01-2020
3.	Performance Based Management	20-21 Jan, 2020	10-01-2020
4.	Finance and Accounting for Non-Financial Executives	03-05 Feb, 2020	24-01-2020
5.	Understanding PPRA Rules	10-11 Feb, 2020	31-01-2020
6.	Problem Solving and Decision Making Skills	10-12 Feb, 2020	31-01-2020
7.	Team Work : Getting People to Work Together	17-19 Feb, 2020	07-02-2020
8.	Skill in Goal Setting and Work Planning	02-04 Mar, 2020	21-02-2020
9.	Effective Letters, Reports and Presentations	02-04 Mar, 2020	21-02-2020
10.	Modern Secretarial Practices	09-11 Mar, 2020	28-02-2020
11.	Managing with Authority & Influence	26-27 Mar, 2020	13-03-2020
12.	Contract Management	30-31 Mar, 2020	13-03-2020
13.	Gender Sensitization	30-31 Mar, 2020	13-03-2020
LAHORE			
1.	Managing with Authority & Influence	06-07 Jan, 2020	27-12-2019
2.	Advanced MS Office	13-15 Jan, 2020	03-01-2020
3.	Handling Difficult People	27-28 Jan, 2020	17-01-2020
4.	Negotiation Skills	11-12 Feb, 2020	31-01-2020
5.	Managing Learning & Development Function : TNA to Roti	17-19 Feb, 2020	07-02-2020
6.	Management Course for Junior Executives	17-20 Feb, 2020	07-02-2020
7.	Quality Management Master Class	02-04 Mar, 2020	21-02-2020
8.	Finance and Accounting for Non-Financial Executives	16-18 Mar, 2020	06-03-2020
9.	Team Work : Getting People to Work Together	16-18 Mar, 2020	06-03-2020
10.	Workshop on Project Management	16-20 Mar, 2020	06-03-2020
11.	Principles of Good Management	25-27 Mar, 2020	13-03-2020
12.	Presentation Skills for Managers	30-31 Mar, 2020	24-03-2020
13.	Effective Communication Skills	Mar 30-Apr 1, 2020	24-03-2020
ISLAMABAD			
1.	Presentation Skills for Managers	13-14 Jan, 2020	03-01-2020
2.	Effective Communication Skills	20-22 Jan, 2020	10-01-2020
3.	Workshop on Project Management	27-31 Jan, 2020	17-01-2020
4.	Financial Analysis: concepts and Techniques	17-19 Feb, 2020	07-02-2020
5.	Rewire Your Brain for Creative Thinking	24-25 Feb, 2020	07-02-2020
6.	Effective Inter Departmental Coordination	24-25 Feb, 2020	07-02-2020
7.	Fundamentals of Islamic Banking & Finance	02-03 Mar, 2020	21-02-2020
8.	Handling Difficult People	09-10 Mar, 2020	21-02-2020
9.	Certified Lean Six Sigma Green Belt	09-13 Mar, 2020	21-02-2020
10.	Data analysis techniques for effective decision making	16-18 Mar, 2020	06-03-2020
11.	Project Monitoring, Evaluation & Control	30-31 Mar, 2020	20-03-2020

2. Interested Officers of Finance Division(BS-17 & 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 & copy of CNIC, to QA-I Section.

(SHAHZAD ZAREEF)
Section Officer(QA-I)

All AFSs / Sr.JSs / EA /JSs / DSs / SOs & equivalent, Finance Division, Islamabad

Finance Division's. U.O.No.3(2)/QA-I-2014 Dated:-24-12-2019

Copy to:- Webmaster, with the request to upload the circular on Finance Division website.