

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

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

Pakistan Institute of Management(PIM), Ministry of Industries & Production vide its letter dated 18-12-2020 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 (January – March) of the current FY 2020-21.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
K A R A C H I			
1	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	11-12 Jan, 2021	06-01-2021
2	SKILLS IN ADMINISTRATION	14-15 Jan, 2021	-do-
3	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	18-22 Jan,2021	12-01-2021
4	INTERNATIONAL FINANCIAL REPORTING STANDARDS	25-26 Jan, 2021	18-01-2021
5	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	25-27 Jan, 2021	15-01-2021
6	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT	01-02 Feb,2021	22-01-2021
7	PRINCIPLES OF GOOD MANAGEMENT	08-10 Feb,2021	-do-
8	EFFECTIVE HR BUSINESS PARTNERING SKILLS	10 Feb, 2021	26-01-2021
9	QUALITY ASSURANCE & MANAGEMENT	15-17 Feb,2021	30-01-2021
10	MODERN SECRETARIAL PRACTICES	15-17 Feb,2021	-do-
11	WORKSHOP O PROJECT MANAGEMENT	15-19 Feb,2021	01-02-2021
12	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	22-24 Feb, 2021	08-02-2021
13	HR ANALYTICS	08-09 Mar,2021	22-02-2021
14	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	15-16 Mar,2021	-do-
L A H O R E			
1	INTERNAL FINANCIAL AUDITING & RISK MANAGEMENT	11-12 Jan, 2021	06-01-2021
2	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	01-03 Feb, 2021	25-01-2021
3	DEVELOPING MANAGERIAL COMPETENCIES	15-16 Feb, 2021	01-02-2021
4	PERFORMANCE BASED MANAGEMENT	22-24 Feb, 2021	15-02-2021
5	HUMAN RESOURCE MANAGEMENT	22-24 Feb, 2021	-do-
6	ADVANCE MS OFFICE	08-10 Mar, 2021	22-02-2021
7	DEVELOPING FUTURE LEADERS FOR FINACIAL INSTITUTIONS	15-16 Mar, 2021	01-03-2021
8	PRINCIPLES OF GOOD MANAGEMENT	24-26 Mar, 2021	08-03-2021
9	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	29-30 Mar, 2021	15-03-2021

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10	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	29-30 Mar, 2021	-do-
11	QUALITY ASSURANCE & MANAGEMENT	29-31 Mar, 2021	-do-
ISLAMABAD			
1	WORKSHOP ON PROJECT MANAGEMENT	11-15 Jan, 2021	06-01-2021
2	HUMAN RESOURCE MANAGEMENT	18-20 Jan, 2021	08-01-2021
3	TRAINING TECHNIQUES FOR TRAINERS	21-23 Jan, 2021	11-01-2021
4	CIVIL SERVANTS (APPOINTMENT, PROMOTION AND TRANSFER) RULES 1973	25-26 Jan, 2021	-do-
5	EFFECTIVE COMMUNICATION SKILLS	01-03 Feb, 2021	15-01-2021
6	FINANCIAL STATEMENT ANALYSIS	01-02 Mar, 2021	22-02-2021
7	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	15-19 Mar, 2021	01-03-2021
8	PERFORMANCE MANAGEMENT SYSTEM AND APPRAISAL TECHNIQUES	24-25 Mar, 2021 Mar, 2021	08-03-2021
9	SKILLS IN ADMINISTRATION	26-27 Mar, 2021	-do-
10	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	29-31 Mar, 2021	15-03-2021
11	MODERN SECRETARIAL PRACTICES	29-31 Mar, 2021	-do-

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.


(Dr. Umar Jawaid)
 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:-05-01-2021

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