

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 has requested, for nominations of suitable officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad under the "Management Training & Development Program" for the period of January - June 2025.

S.#	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
KARACHI			
1	SECP REGULATIONS FOR COMPANY FORMATION & MANAGEMENT IN PAKISTAN	13 Jan, 2025	8.1.2025
2	HUMAN RESOURCE MANAGEMENT	13-15 Jan, 2025	-do-
3	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	20-21 Jan, 2025	15.1.2025
4	SKILLS IN ADMINISTRATION	27-28 Jan, 2025	22.1.2025
5	STRESS MANAGEMENT	27-28 Jan, 2025	-do-
6	HABITS OF SUCCESSFUL PROFESSIONALS	30-31 Jan, 2025	-do-
7	AI FOR BUSINESS LEADERS HARNESSING THE POWER OF AI	3-4 Feb, 2025	28.1.2025
8	CREATING ORGANIZATIONAL EXCELLENCE	3-4 Feb, 2025	-do-
9	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	3-4 Feb, 2025	-do-
10	ENTERPRISE RISK MANAGEMENT	3-4 Feb, 2025	-do-
11	SKILLS IN SUPERVISION	6-7 Feb, 2025	30.1.2025
12	CONFLICT MANAGEMENT	6-7 Feb, 2025	-do-
13	EFFECTIVE PRESENTATION SKILLS	10-11 Feb, 2025	4.2.2025
14	TAXATION LAWS OF PAKISTAN	10-12 Feb, 2025	-do-
15	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	10-12 Feb, 2025	-do-
16	PRINCIPLES OF GOOD MANAGEMENT	12-14 Feb, 2025	-do-
17	CRITICAL THINKING AND ANALYTICAL SKILLS	17-18 Feb, 2025	12.2.2025
18	PROJECT MONITORING, EVALUATION AND CONTROL	20-21 Feb, 2025	-do-
19	UNDERSTANDING PPRA RULES	24-25 Feb, 2025	19.2.2025
20	STRATEGIC MANAGEMENT	24-25 Feb, 2025	-do-
21	DEVELOPING MANAGERIAL COMPETENCIES	25-26 Feb, 2025	-do-
22	NEGOTIATION SKILLS	07-08 April, 2025	1.4.2025

23	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	7-9 April, 2025	-do-
24	ACCIDENT INVESTIGATION AND REPORTING	14-15 April, 2025	10.4.2025
25	STRATEGIC ANALYSIS	14-15 April, 2025	-do-
26	ADVANCED MS OFFICE	14-16 April, 2025	-do-
27	SKILLS IN GOAL SETTING AND WORK PLANING	14-16 April, 2025	-do-
28	LATERAL CREATIVE SOLUTION AND ANALYTICAL SKILLS	14-16 April, 2025	-do-
29	EFFECTIVE PURCHASE MANAGEMENT	21-22 April, 2025	15.4.2025
30	FINANCE AND ACCOUTING FOR NON-FINANCIAL EXECUTIVES	21-23 April, 2025	-do-
31	DISCIPLINE & DISCIPLINARY PROCEDURE & REPORTING	28 April, 2025	22.402025
32	WORKPLACE PRODUCTIVITY WITH DIGITAL TOOLS AND TECHNIQUES	28-29 April, 2025	-do-
33	MODREN SECRETARIAL PRACTICES	28-30 April, 2025	-do-
34	MANAGING WITH POWER AND INFLUENCE	05-06 May , 2025	30.4.2025
35	COMPETITIVE INTELLEGENCE (CI)	05-06 May, 2025	-do-
36	ADVANCES MS EXCEL	12-14 May, 2025	6.5.2025
37	IMPROVING PERSONAL EFFECTIVNESS	12-14 May, 2025	-do-
38	CERTIFIED LEAN SIX SIGMA: GREEN BELT	12-16 May, 2025	-do-
39	ENHANCING LEADSHIP SKILLS	22-23 May, 2025	-do-
40	ANALYSING AND VISUALIZING DATA WITH POWER BI TOOLS	26-27 May, 2025	21.5.2025-
41	TAXATIONS LAWS OF PAKISTAN	26-28 May, 2025	-do-
42	DEVELOPMENT COURSE FOR SUPERVISORS	02-04 June, 2025	28.5.2025
43	MANAGING MULTIPLE PROJECTS	05-06 Jun,2025	-do-
44	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	11-12 Jun,2025	6.6.2025
45	TRAINING TECHNIQUES FOR TRAINERS	11-13 Jun,2025	-do-
46	WORKSHOP ON PROJECT MANAGEMENT	11-13 Jun, 2025	-do-
47	CONTRACT MANAGEMENT	12-13 Jun, 2025	
48	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	16-20 Jun, 2025	-do-
49	SUPPLY CHAIN MANAGEMENT	23-24 Jun, 2025	18.6.2025
50	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	30 Jun-1 July 2025	24.6.2025
51	INVENTORY MANAGEMENT AND WAREHOUSING	30 Jun-1 July 2025	-do-
LAHORE			
1	CONFLICT MANAGEMENT	9-10 Jan, 2025	3.1.2025
2	CONTRACT MANAGEMENT	20-21 Jan, 2025	15.1.2025
3	CRITICAL THINKING AND ANALYTICAL SKILLS	22-23 Jan, 2025	-do-
4	SUPPLY CHAIN MANAGEMENT	22-23 Jan, 2025	-do-

5	ADVANCED MS OFFICE	27-29 Jan, 2025	22.1.2025
6	DESIGN THINKING FOR INNOVATION	28-29 Jan, 2025	-do-
7	EVENT MANAGEMENT SKILLS	03-04 Feb, 2025	31.1.2025
8	INCLUSIVITY AT THE WORKPLACE	06-07 Feb, 2025	-do-
9	MANAGING AND LEADING ORGANIZATIONAL CHANGE	10-11 Feb, 2025	6.2.2025
10	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	13-14 Feb, 2025	-do-
11	PERFORMANCE BASED MANAGEMENT	17-18 Feb, 2025	12.2.2025
12	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	17-19 Feb, 2025	-do-
13	CERTIFIED LEAN SIX SIGMA: GREEN BELT	17-21 Feb, 2025	-do-
14	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	20-21 Feb, 2025	14.2.2025
15	TALENT MANAGEMENT	20-21 Feb, 2025	-do-
16	COMMUNICATION MANNERISM: THE ART OF TECHNICAL WRITING	24-25 Feb, 2025	19.2.2025
17	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	24-25 Feb, 2025	-do-
18	SILLS IN SUPERVISION	25-26 Feb, 2025	-do-
19	HR ANALYTICS	27-28 Feb, 2025	-do-
20	MAINTENANCE MANAGEMENT WITH TPM	9-10 Apr, 2025	1.4.2025
21	WORKPLACE PRODUCTIVITY WITH DIGITAL TOOLS AND TECHNIQUES	10-11 Apr, 2025	-do-
22	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVE	14-15 Apr, 2025	10.4.2025
23	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	14-16 Apr, 2025	-do-
24	CREATING ORGANIZATIONAL EXCELLENCE	21-22 Apr, 2025	15.4.2025
25	ADVANCE MS EXCEL	21-22 Apr, 2025	-do-
26	PROBLEM SOLVING AND DECISION MAKING SKILLS	23-25 Apr, 2025	-18.1.2025-
27	WORKSHOP ON PROJECT MANAGEMENT	23-25 Apr, 2025	-do-
28	NEGOTIATION SKILLS	28-29 Apr, 2025	22.4.2025
29	PRODUCTION OPERATIONS MANAGEMENT	28-30 Apr, 2025	-do-
30	DEVELOPMENT COURSE FOR SUPERVISORS	28-30 Apr, 2025	-do-
31	HABITS OF SUCCESSFUL PROFESSIONALS	29-30 Apr, 2025	-do-
32	SKILLS IN ADMINISTRATION	5-6 May, 2025	30.4.2025
33	AI FOR BUSINESS LEADERS HARNESSING THE POWER OF AI	7-8 May, 2025	-do-
34	UNDERSTANDING PPRA RULES	14-15 May, 2025	6.5.2025
35	ENHANCING LEADERSHIP SKILLS	15-16 May, 2025	-do-
36	QUALITY ASSURANCE AND MANAGEMENT	15-16 May, 2025	-do-
37	HANDLING DIFFICULT PEOPLE	19-20 May, 2025	

38	STRATEGIC MANAGEMENT	19-20 May,2025	14.5.2025
39	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	19-20 May, 2025	-do-
40	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	19-23 May, 2025	-do-
41	PRINCIPLES OF GOOD MANAGEMENT	21-23 May, 2025	16.5.2025
42	EFFECTIVE PURCHASE MANAGEMENT	26-27 May,2025	21.5.2025
43	INVENTORY MANAGEMENT AND WAREHOUSING	28-29 May, 2025	-do-
44	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	28-30 May,2025	-do-
45	COMPETITIVE INTELLEGEENCE (CI)	02-03 Jun,2025	28.5.2025
46	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	02-03 Jun,2025	-do-
47	ASSERTIVENESS SKILLS	12-13,Jun,2025	6.6.2025
48	EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION	16-17 Jun, 2025	12.6.2025
49	PROJECT MONITORING, EVALUATION & CONTROL	19-20 Jun,2025	-do-
50	HUMAN RESOURCE MANAGEMENT	30 Jun -2 July, 2025	24.6.2025
51	SKILLS IN GOALS SETTING AND WORK PLANNING	30 June -2 July, 2025	-do-
ISLAMABAD			
1	ASSERTIVENESS SKILLS	6-7 Jan, 2025	1.1.2025
2	QUALITY ASSURANCE AND MANAGEMENT	9-10 Jan, 2025	3.1.2025-
3	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVE	13-14 Jan, 2025	8.1.2025
4	PERFORMANCE BASED MANAGEMENT	20-21 Jan, 2025	15.1.2025
5	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEM	23-24 Jan, 2025	-do-
6	STRATEGIC MANAGEMENT	27-28 Jan, 2025	20.1.2025
7	INTEGRATED HSE MANAGEMENT SYSTEM: ISO 14001 AND 45001	6-7 Feb, 2025	31.1.2025
8	DEVELOPMENT COURSE FOR SUPERVISORS	10-12 Feb, 2025	6.2.2025
9	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	10-12 Feb, 2025	-do-
10	ISO 9001: 2015 INTEGRATED MANAGEMENT SYSTEM	13-14 Feb, 2025	-do-
11	COMPETITIVE INTELLEGEENCE (CI)	17-18 Feb, 2025	12.2.2025
12	INVENTORY MANAGEMENT AND WAREHOUSING	17-18 Feb, 2025	-do-
13	DEVELOPING MANAGERIAL COMPETENCIES	17-18 Feb, 2025	-do-
14	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	17-21 Feb, 2025	-do-
15	ADVANCE MS OFFICE	24-26 Feb, 2025	19.2.2025
16	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	24-26 Feb, 2025	-do-

17	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	1-2 Apr, 2025	26.3.2025
18	INDUSTRIAL RELATIONS AND LABOR LAWS	7-9 Apr, 2025	1.4.2025
19	MODERN SECRETARIAL PRACTICES	7-9 Apr, 2025	-do-
20	COMMUNICATION MANNERISM: THE ART OF TECHNICAL WRITING	10-11 Apr, 2025	-do-
21	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	10-11 Apr, 2025	-do-
22	ADVANCE SUPPLY CHAIN MANAGEMENT	14-15 Apr, 2025	10.4.2025
23	CONTRACT MANAGEMENT	16-17 Apr, 2025	-do-
24	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	21-22 Apr, 2025	15.4.2025
25	SKILLS IN ADMINISTRATION	24-25 Apr, 2025	18.4.2025
26	PARTICIPANTS GROWTH PLANNING AND MANAGEMENT	05-07 May, 2025	30.4.2025-
27	PROBLEM SOLVING AND DECISION MAKING SKILLS	07-09 May, 2025	-do-
28	PROJECT MONITORING, EVALUATION AND CONTROL	08-09 May, 2025	-do-
29	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	12-14 May, 2025	6.5.2025
30	TAXATIONS LAWS OF PAKISTAN	21-23 May, 2025	14.5.2025
31	ADMINISTRATIVE PROCEDURE FOR GOVERNMENT OFFICIALS	21-23 May, 2025	-do-
32	DASHBOARD REPORT AND ADVANCED DATA ANALYSIS WITH MS EXCEL	22-23 May, 2025	19.5.2025
33	RECORD MANAGEMENT	23-24 May, 2025	-do-
34	WORKSHOP ON PROJECT MANAGEMENT	28-30 May, 2025	23.5.2025
35	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	02-03 Jun, 2025	28.5.2023
36	ADVANCED MS EXCEL	11-13 Jun, 2025	6.6.2025
37	HR ANALYTICS	12-13 Jun, 2025	-do-
38	UNDERSTANDING PPRA RULES	16-17 Jun, 2025	12.6.2025
39	CERTIFIED LEAN SIX SIGMA GREEN BELT	16-20 Jun, 2025	-do-
40	AI FOR BUSINESS LEADERS HARNESSING THE POWER OF AI	23-24 Jun, 2025	18.5.2025
41	ANALYSING AND VISUALIZING DATA WITH POWER BI TOOLS	25-26 Jun, 2025	20.5.2025
42	STRATEGIC FORMULATION	30 Jun-01 July, 2025	24.6.2025

2. The requisite eligibility criteria and general requirements are as under:

- All Officers of Finance Division **(BS-17) and above**.
- Relevance of present job responsibilities with the proposed training.

Documents Required:

- Nominations duly recommended by AFS/Head of the Wing concerned.
- Duly filled local training Proforma.
- Copy of CNIC.

3. Interested officers of the Finance Division (BS-17 & above) are requested to please note the following points while forwarding their nominations:

- (a) Nominations that do not fulfill the eligibility criteria will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) Incomplete application(s) would not be entertained.


(Madiha Rafique)
Section Officer (QA-I)

All Officers (BS-17& above) of Finance Division, Islamabad.
Finance Division's. U.O.No.3 (2)/QA-I-2024-25 dated 10.12.2024

Copy to: - Webmaster with the request to kindly upload the Circular on Finance Division's website.