

Government of Pakistan
 FINANCE DIVISION
 (HRM Wing)

CIRCULAR

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

PIM, Ministry of Industries & Production has offered variety of following training courses at Karachi, Lahore and Islamabad for the period of **January-June 2026** and requested for nominations of suitable officers of Finance Division.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-Section</u>
KARACHI			
1	Managing with Power and Influence	12-13 January, 2026	05.01.2026
2	Positive Work Attitudes	12-13 January, 2026	-do-
3	HR for Non HR Professionals	12-14 January, 2026	-do-
4	Workshop on Strategic Planning	20-21 January, 2026	13.01.2026
5	Win Customers Over: The Art of Customer Services	26-27 January, 2026	19.01.2026
6	Principles of Good Management	26-28 January, 2026	-do-
7	Critical Thinking and Analytics Skills	02-03 February, 2026	26.01.2026
8	Habits of Successful Professionals	02-03 February, 2026	-do-
9	Privacy and Secrecy of Information-Do Not Take it Lightly (New)	09 February, 2026	02.02.2026
10	Financial Analysis: Concepts and Techniques	09-11 February, 2026	-do-
11	Skills in Supervision	12-13 February, 2026	05.02.2026
12	Dashboard Reporting and Advanced Data Analysis with MS Excel	24-25 March, 2026	17.03.2026
13	Data Analysis Techniques for Effective Decision Making	24-26 March, 2026	-do-
14	AI Essentials for Everyone	26-27 March, 2026	18.03.2026
15	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	26-27 March, 2026	-do-
16	Contract Management	30-31 March, 2026	25.03.2026
17	How Do Effective Managers Organize Themselves	30-31 March, 2026	-do-
18	Strategic Analysis	01-02 April, 2026	-do-
19	Developing Managerial Competencies	02-03 April, 2026	26.03.2026
20	High Impact Communication Skills	06-08 April, 2026	30.03.2026
21	Management Course for Junior Executives	06-08 April, 2026	-do-
22	Teamwork: Getting People to Work Together	06-08 April, 2026	-do-
23	Analyzing and Visualizing Data with Power BI Tools	09-10 April, 2026	02.04.2026
24	Advanced Presentation Skills and Public Speaking	09-10 April, 2026	-do-
25	Power of English: Speaking with Confidence (New)	09-10 April, 2026	-do-
26	Negotiation Skills	13-14 April, 2026	06.04.2026
27	Developing Employee Performance Measurement and KPI System	15-16 April, 2026	08.04.2026
28	Workshop on Project Management	15-17 April, 2026	-do-

29	Advance MS Office	20-22 April, 2026	13.04.2026
30	Problem Solving and Decision Making Skills	20-22 April, 2026	-do-
31	Advanced Supply Chain Management	20-22 April, 2026	-do-
32	Strategy Formulation	21-22 April, 2026	14.04.2026
33	Leading the Shift: Integrating Generative AI into Your HR Strategy (New)	27-28 April, 2026	20.04.2026
34	The Art of Professional Selling (New)	27-28 April, 2026	-do-
35	Taxation Laws of Pakistan	27-30 April, 2026	-do-
36	Dealing with Difficult People	04-05 May, 2026	27.04.2026
37	Finance and Accounting for Non-Financial Executives	04-06 May, 2026	-do-
38	Training Techniques for Trainers	04-06 May, 2026	-do-
39	Understanding and Managing Workplace Stress	06-07 May, 2026	29.04.2026
40	Achieving Employee Excellence (New)	11-12 May, 2026	04.05.2026
41	Understanding PPRA Rules	11-12 May, 2026	-do-
42	Development Course for Supervisors	11-13 May, 2026	-do-
43	Coaching for High Performance (New)	18 May, 2026	11.05.2026
44	Improving Personal Effectiveness	18-20 May, 2026	-do-
45	Certified Lean Six Sigma Green Belt	18-22 May, 2026	-do-
46	Critical Thinking and Analytical Skills	01-02 June, 2026	25.05.2026
47	Managerial Transition: From Operational Manager to Strategic Thinker	02-03 June, 2026	26.05.2026
48	Inventory Management and Warehousing	08-09 June, 2026	01.06.2026
49	Mind Openers for Managers	08-09 June, 2026	-do-
50	Advanced MS Excel	08-10 June, 2026	-do-
51	Effective Letters, Reports and Presentations	08-10 June, 2026	-do-
52	Implementing Strategy for Achieving Competitive Objectives	09-10 June, 2026	02.06.2026
53	Assertiveness Skills	11-12 June, 2026	04.06.2026
54	Project Monitoring, Evaluation and Control	11-12 June, 2026	-do-
55	Skills in Administration	11-12 June, 2026	-do-
56	Event Management	15-16 June, 2026	08.06.2026
57	Enhancing Leadership Skills	18-19 June, 2026	11.06.2026
58	Effective Purchase Management	22-23 June, 2026	15.06.2026
59	Skills in Goal Setting and Work Planning	22-24 June, 2026	-do-
60	Conflict Management	29-30 June, 2026	22.06.2026
61	Strategic Management	29-30 June, 2026	-do-
62	Performance Based Management	01-02 July, 2026	24.06.2026

LAHORE

1	Integrated Project Risk Management (New)	01 January, 2026	29.12.2025
2	Quality Assurance and Management	15-16 January, 2026	08.01.2026
3	Effective Delegating and Coaching Skills	19-20 January, 2026	12.01.2026
4	Effective Purchase Management	21-22 January, 2026	14.01.2026
5	How Do Effective Managers Organize Themselves	22-23 January, 2026	15.01.2026
6	Conflict Management	26-27 January, 2026	19.01.2026
7	Internal Auditing for Integrated Management System	26-27 January, 2026	-do-
8	Techniques for Capital, Budgeting and Forecasting	26-27 January, 2026	-do-
9	Advanced MS Excel	28-30 January, 2026	21.01.2026
10	Emotional Intelligence for Workplace Success	02-03 February, 2026	26.01.2026
11	Inventory Management and Warehousing	02-03 February, 2026	-do-
12	Finance and Accounting for Non-Financial Executives	02-04 February, 2026	-do-
13	Skills in Goal Setting and Work Planning	02-04 February, 2026	-do-
14	Developing Employee Performance Measurement	09-10 February,	02.02.2026

	and KPI System	2026	
15	Principles of Good Management	09-11 February, 2026	-do-
16	Advanced Supply Chain Management	09-11 February, 2026	-do-
17	Advanced Presentation Skills and Public Speaking	12-13 February, 2026	04.02.2026
18	Event Management Skills	24-25 March, 2026	17.03.2026
19	Negotiation Skills	24-25 March, 2026	-do-
20	Developing Organizational Policies and Procedures	30-31 March, 2026	25.03.2026
21	Skills in Supervision	02-03 April, 2026	26.03.2026
22	Critical Thinking and Analytical Skills	06-07 April, 2026	30.03.2026
23	Understanding PPRA Rules	06-07 April, 2026	-do-
24	Certified Lean Six Sigma Green Belt	06-10 April, 2026	-do-
25	Data Analysis Techniques for Effective Decision Making	08-10 April, 2026	01.04.2026
26	How to Improve Morale, Motivation and Commitment	13-14 April, 2026	06.04.2026
27	Mind Openers for Managers	13-14 April, 2026	-do-
28	Development Course for Supervisors	13-15 April, 2026	-do-
29	Workplace Productivity with Digital Tools and Techniques	16-17 April, 2026	09.04.2026
30	Maintenance Management with TPM	20-21 April, 2026	13.04.2026
31	Effective Letters, Reports and Presentations	20-21 April, 2026	-do-
32	Inclusivity at The Workplace	23-24 April, 2026	16.04.2026
33	Employees Engagement: Beyond Satisfaction	27-28 April, 2026	20.04.2026
34	Improving Personal Effectiveness	27-29 April, 2026	-do-
35	Workshop on Project Management	28-30 April, 2026	21.04.2026
36	Skills in Administration	04-05 May, 2026	27.04.2026
37	Analyzing and Visualizing Data with Power BI Tools	06-07 May, 2026	29.04.2026
38	Habits of Successful Professionals	07-08 May, 2026	30.04.2026
39	Managing and Leading Organizational Change	07-08 May, 2026	-do-
40	HR Analytics	11-12 May, 2026	04.05.2026
41	Management Skills for Mid Career Professionals	11-12 May, 2026	-do-
42	Positive Work Attitudes	11-12 May, 2026	-do-
43	Persona for Success (New)	14-15 May, 2026	07.05.2026
44	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	14-15 May, 2026	-do-
45	Teamwork: Getting People to Work Together	18-20 May, 2026	11.05.2026
46	Production Operations Management	18-20 May, 2026	-do-
47	Dashboard Reporting and Advanced Data Analysis with MS Excel	21-22 May, 2026	14.05.2026
48	Project Monitoring, Evaluation and Control	21-22 May, 2026	-do-
49	Enhancing Leadership Skills	04-05 June, 2026	28.05.2026
50	Design Thinking for Innovation	08-09 June, 2026	01.06.2026
51	Advanced MS Office	08-10 May, 2026	-do-
52	HR for Non HR Professionals	15-17 June, 2026	08.06.2026
53	Problem Solving and Decision Making Skills	15-17 June, 2026	-do-
54	Understanding and Managing Workplace Stress	18-19 June, 2026	11.06.2026
55	Developing Managerial Competencies	18-19 June, 2026	-do-
56	AI Essentials for Everyone	22-23 June, 2026	15.06.2026
57	High Impact Communication Skills	22-24 June, 2026	-do-
58	Win Customers Over: The Art of Customer Services	22-23 June, 2026	-do-
59	Transformational Sales Leadership: Driving Growth and Inspiring Teams	29-30 June, 2026	22.06.2026

ISLAMABAD			
1	Creating A Purpose-Driven Organization (New)	05 January, 2026	29.12.2025
2	Integrated Project Risk Management (New)	06 January, 2026	30.12.2025
3	Unlocking Business Efficiency with an ERP System (New)	15-16 January, 2026	08.01.2026
4	Mind Openers for Managers	19-20 January, 2026	12.01.2026
5	Integrated HSE Management Systems: ISO 14001 and 45001	26-28 January, 2026	19.01.2026
6	Critical Thinking and Analytical Skills	29-30 January, 2026	22.01.2026
7	Leading the Shift: Integrating Generative AI into Your HR Strategy (New)	02-03 February, 2026	26.01.2026
8	Quality Assurance and Management	02-03 February, 2026	-do-
9	Advanced MS Office	02-04 February, 2026	-do-
10	Data Analysis Techniques for Effective Decision Making	09-11 February, 2026	02.02.2026
11	Development Course for Supervisors	09-11 February, 2026	-do-
12	Management Course for Junior Executives	09-11 February, 2026	-do-
13	Analyzing and Visualizing Data with Power BI Tools	12-13 February, 2026	05.02.2026
14	HR Analytics	16-17 February, 2026	09.02.2026
15	Management in the Age of Artificial Intelligence	24-26 March, 2026	17.03.2026
16	Advanced Supply Chain Management	24-26 March, 2026	-do-
17	Enhancing Leadership Skills	26-27 March, 2026	18.03.2026
18	Skills in Administration	30-31 March, 2026	25.03.2026
19	Positive Work Attitudes	30-31 March, 2026	-do-
20	Understanding and Managing Workplace Stress	30-31 March, 2026	-do-
21	Advanced MS Excel	01-03 April, 2026	-do-
22	Emotional Intelligence for Workplace Success	02-03 April, 2026	26.03.2026
23	Finance and Accounting for Non-Financial Executives	06-08 April, 2026	30.03.2026
24	Taxation Laws of Pakistan	06-09 April, 2026	-do-
25	Workshop on Project Management	08-10 April, 2026	01.04.2026
26	Inventory Management and Warehousing	13-14 April, 2026	06.04.2026
27	HR for Non HR Professionals	13-15 April, 2026	-do-
28	Improving Personal Effectiveness	13-15 April, 2026	-do-
29	Contract Management	15-16 April, 2026	08.04.2026
30	Developing Managerial Competencies	16-17 April, 2026	09.04.2026
31	Reverse Engineering: The Intelligence to Replicate Mechanical Parts (New)	16-17 April, 2026	-do-
32	Employee Wellness Programs (New)	20-21 April, 2026	13.04.2026
33	Transformational Sales Leadership: Driving Growth and Inspiring Teams	20-21 April, 2026	-do-
34	Project Monitoring, Evaluation and Control	23-24 April, 2026	16.04.2026
35	Dashboard Reporting and Advanced Data Analysis MS Excel	27-28 April, 2026	20.04.2026
36	Principles of Good Management	27-29 April, 2026	-do-
37	Understanding PPRA Rules	27-28 April, 2026	-do-
38	AI Essentials for Everyone	29-30 April, 2026	22.04.2026
39	Conflict Management	04-05 May, 2026	27.04.2026
40	ISO 9001:2015 QMS-TQM	04-05 May, 2026	-do-
41	Certified Lean Six Sigma Green Belt	04-08 May, 2026	-do-
42	High Impact Communication Skills	11-13 May, 2026	04.05.2026
43	Skills in Goal Setting and Work Planning	11-13 May, 2026	-do-
44	Advanced Presentation Skills and Public Speaking	14-15 May, 2026	07.05.2026

45	Managing Multiple Projects	14-15 May, 2026	-do-
46	Negotiation Skills	18-19 May, 2026	11.05.2026
47	Effective Letters, Reports and Presentations	18-20 May, 2026	-do-
48	Industrial and Organizational Psychology (New)	01-02 June, 2026	25.05.2026
49	Teamwork: Getting People to Work Together	01-03 June, 2026	-do-
50	Managing and Leading Organizational Change	03-04 June, 2026	27.05.2026
51	Financial Management	08-09 June, 2026	01.06.2026
52	Advanced MS Excel	08-10 June, 2026	-do-
53	Training Techniques for Trainers	08-10 June, 2026	-do-
54	How Do Effective Managers Organize Themselves	11-12 June, 2026	04.06.2026
55	Kaizen Tools for Continuous Improvement (New)	11-12 June, 2026	-do-
56	Workplace Ethics	11-12 June, 2026	-do-
57	Anger Management	15-16 June, 2026	08.06.2026
58	Digital Invoicing and Integration with FBR System (New)	22-23 June, 2026	15.06.2026
59	Performance Based Management	22-23 June, 2026	-do-
60	Diversity, Equity, Inclusion and Belonging (New)	29-30 June, 2026	22.06.2026
61	Problem Solving and Decision Making Skills	June 29-July 01, 2026	-do-
62	Skills in Supervision	02-03 July, 2026	25.06.2026

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.

(ISHTIAQ AHMAD)
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 15.12.2025

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