

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 02-09-2020 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**” from (September – December, 2020) of the current FY 2020-2021.

S.#	Course Title	Duration	Submission date to QA-I Section
<u>KARACHI</u>			
1.	COST EVALUATION AND BUDGETING	05-06 Oct, 2020	25-09-2020
2.	ENHANCING LEADERSHIP SKILLS	08-09 Oct, 2020	-do-
3.	NEGOTIATION SKILLS	02-03 Nov, 2020	23-10-2020
4.	GENDER SENSITIZATION	04-05 Nov, 2020	-do-
5.	MANAGING EMPLOYEE GRIEVANCES	10-11 Nov, 2020	02-11-2020
6.	IMPLEMENTING STRATEGY FOR ACHIEVING COMPETITIVE OBJECTIVES	12-13 Nov, 2020	-do-
7.	HUMAN RESOURCES MANAGEMENT	16-18 Nov, 2020	-do-
8.	HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	23-24 Nov, 2020	16-11-2020
9.	DASHBOARD REPORTING & ADVANCED DATA ANALYSIS WITH MS EXCEL	23-24 Nov, 2020	-do-
10.	DEVELOPING MANAGERIAL COMPETENCIES	30 th Nov – 1 st Dec, 2020	23-11-2020
11.	MODERN SECRETARIAL PRACTICES	30 th Nov – 2 nd Dec, 2020	-do-
12.	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	07-09 Dec, 2020	26-11-2020
13.	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	07-09 Dec, 2020	-do-
14.	COACHING TECHNIQUES FOR IMPROVING EMPLOYEE PERFORMANCE	21-22 Dec, 2020	10-12-2020
15.	FINANCIAL STATEMENT ANALYSIS	28-29 Dec, 2020	14-12-2020
<u>LAHORE</u>			
1.	GENDER SENSITIZATION	30 th Sep – 1 st Oct, 2020	22-09-2020
2.	QUALITY ASSURANCE & MANAGEMENT	05-06 Oct, 2020	25-09-2020
3.	PRINCIPAL OF GOOD MANAGEMENT	05-07 Oct, 2020	-do-
4.	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	05-06 Oct, 2020	-do-
5.	DEVELOPING LEADERS FOR FINANCIAL INSTITUTIONS	26-27 Oct, 2020	15-10-2020
6.	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	02-04 Nov, 2020	23-10-2020

7.	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	02-04 Nov, 2020	-do-
8.	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	30 th Nov – 1 st Dec, 2020	23-11-2020
9.	UNDERSTANDING PPRA RULES	30 th Nov – 1 st Dec, 2020	-do-
10.	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	14-16 Dec, 2020	07-12-2020
11.	SKILLS IN ADMINISTRATION	21-22 Dec, 2020	14-12-2020
12.	TEAMWORK; GETTING PEOPLE TO WORK TOGETHER	28-30 Dec, 2020	-do-

ISLAMABAD

1.	PROBLEM SOLVING AND DECISION MAKING SKILLS	05-07 Oct, 2020	25-09-2020
2.	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	12-13 Oct, 2020	05-10-2020
3.	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	19-21 Oct, 2020	09-10-2020
4.	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	19-21 Oct, 2020	-do-
5.	CERTIFIED LEAN SIX SIGMA GREEN BELT	19-23 Oct, 2020	-do-
6.	DEVELOPING MANAGERIAL COMPETENCIES	02-03 Nov, 2020	23-10-2020
7.	QUALITY ASSURANCE & MANAGEMENT	16-17 Nov, 2020	06-11-2020
8.	ENHANCING LEADERSHIP SKILLS	19-20 Nov, 2020	-do-
9.	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	23-25 Nov, 2020	-do-
10.	PRINCIPLES OF GOOD MANAGEMENT	30 th Nov – 2 nd Dec, 2020	20-11-2020
11.	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	30 th Nov – 1 st Dec, 2020	-do-
12.	SKILLS IN ADMINISTRATION	02-03 Dec, 2020	-do-
13.	HR ANALYTICS	14-15 Dec, 2020	04-12-2020
14.	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS (LAWS AND TAXATION)	14-16 Dec, 2020	-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.


(SANIA AKRAM KHAN)
Section Officer (QA-I)

All Officers (BS-17 & above), Finance Division, Islamabad

Finance Division's. U.O.No.3(2)/QA-I-2014-480

Dated:-17-09-2020

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