

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 month of **October - December, 2021**.

| <u>S.#</u> | <u>Course Title</u> | <u>Duration</u> | <u>Submission date to QA-I Section</u> |
|----------------|--|---|--|
| KARCAHI | | | |
| 1. | MANAGEMENT WITH AUTHORITY AND INFLUENCE (HALF DAY) | 04-05 October, 2021 | 24-09-2021 |
| 2. | PROBLEM SOLVING AND DECISION MAKING SKILLS | 04-06 October, 2021 | -do- |
| 3. | DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM | 11-12 October, 2021 | 01-10-2021 |
| 4. | SKILLS IN ADMINISTRATION | 11-12 October, 2021 | -do- |
| 5. | MODERN SECRETARIAL PRACTICES | 11-13 October, 2021 | -do- |
| 6. | DEVELOPING MANAGERIAL COMPETENCIES | 01-02 November, 2021 | 25-10-2021 |
| 7. | COST & MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES | 01-03 November, 2021 | -do- |
| 8. | QUALITY ASSURANCE AND MANAGEMENT | 01-03 November, 2021 | -do- |
| 9. | FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES | 06-08 December, 2021 | 26-11-2021 |
| 10. | PROJECT MONITORING, EVALUATION AND CONTROL | 13-14 December, 2021 | 01-12-2021 |
| 11. | ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS | 13-15 December, 2021 | -do- |
| 12. | MANAGEMENT COURSE FOR JUNIOR EXECUTIVES | 20-24 December, 2021 | 10-12-2021 |
| 13. | HUMAN RESOURCE MANAGEMENT | 27-29 December, 2021 | 17-12-2021 |
| LAHORE | | | |
| 1. | HR ANALYTICS | 04-05 October, 2021 | 24-09-2021 |
| 2. | FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES | 04-06 October, 2021 | -do- |
| 3. | FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE | 06-07 October, 2021 | 27-09-2021 |
| 4. | WORKSHOP ON PROJECT MANAGEMENT | 11-15 October, 2021 | 01-10-2021 |
| 5. | PROJECT MONITORING, EVALUATION AND CONTROL | 04-05 November, 2021 | 25-10-2021 |
| 6. | MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER | 08-09 November, 2021 | 29-10-2021 |
| 7. | MANAGEMENT COURSE FOR JUNIOR EXECUTIVES | 15-19 November, 2021 | 05-11-2021 |
| 8. | FINANCE AND ACCOUNTING FOR NON-FINANCE EXECUTIVES | 29 Nov, 1 st -December, 2021 | 19-11-2021 |

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| 9 | INTERNAL FINANCIAL AUDITING AND RISK MANAGEMENT | 01-02 December, 2021 | -do- |
| 10. | SKILLS IN ADMINISTRATION | 06-07 December, 2021 | 22-11-2021 |
| 11 | DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM | 13-14 December, 2021 | 01-12-2021 |
| 12 | DEVELOPING MANAGERIAL COMPETENCIES | 13-14 December, 2021 | -do- |
| ISLAMABAD | | | |
| 1. | EFFECTIVE SUPERVISORY MANAGEMENT | 07-08 October, 2021 | 24-09-2021 |
| 2. | ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS | 11-13 October, 2021 | 01-10-2021 |
| 3. | FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES | 25-27 October, 2021 | 15-10-2021 |
| 4. | PERFORMANCE MANAGEMENT SYSTEM AND APPRAISAL TECHNIQUES | 01-02 November, 2021 | 22-10-2021 |
| 5. | SKILLS IN ADMINISTRATION | 08-09 November, 2021 | -do- |
| 6. | UNDERSTANDING PPRA RULES | 15-16 November, 2021 | 05-11-2021 |
| 7. | HR ANALYTICS | 22-23 November, 2021 | 12-11-2021 |
| 8. | FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE | 24-25 November, 2021 | 15-11-2021 |
| 9. | CIVIL SERVANTS EFFICIENCY & DISCIPLINE | 29-30 November, 2021 | 19-11-2021 |
| 10 | ENHANCING LEADERSHIP SKILLS | 23-24 December, 2021 | 13-12-2021 |

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

Eligibility Criteria:


- 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 enclosed).
- Copy of CNIC.

3. Interested officers of the Finance Division 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) The required documents to be completed. Incomplete application(s) would not be entertained.


 (Dr. Umar Jawaid)
 Section Officer (QA-I)

All officers (BS-17 & above) of Finance Division, Islamabad.
Finance Division's. U.O.No.3 (2)/QA-I-2014 Dated 22-09-2021

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