

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

CIRCULAR

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 **July - December 2025**.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
KARACHI			
1	EFFECTIVE PURCHASE MANAGEMENT	21-22 July, 2025	14.7.2025
2	WORKSHOP ON STRATEGIC PLANNING	21-22 July, 2025	-do-
3	QUALITY ASSURANCE AND MANAGEMENT	4-5 Aug, 2025	28.7.2025
4	MANAGING MULTIPLE PROJECTS	11-12 Aug, 2025	4.8.2025
5	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	11-13 Aug, 2025	-do-
6	CREATING ORGANIZATIONAL EXCELLENCE	18-19 Aug, 2025	11.8.2025
7	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	18-19 Aug, 2025	-do-
8	MODERN SECRETARIAL PRACTICES	18-20 Aug, 2025	-do-
9	AI ESSENTIALS FOR EVERYONE	25-26 Aug, 2025	18.8.2025
10	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	8-10 Sep, 2025	1.9.2025
11	TRAINING TECHNIQUES FOR TRAINERS	8-10 Sep, 2025	-do-
12	CERTIFIED LEAN SIX SIGMA GREEN BELT	8-12 Sep, 2025	-do-
13	DEVELOPING MANAGERIAL COMPETENCIES	15-16 Sep, 2025	8.9.2025
14	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	15-17 Sep, 2025	-do-
15	TAXATION LAWS OF PAKISTAN	23-26 Sep, 2025	16.9.2025
16	WORKSHOP ON PROJECT MANAGEMENT	9-12 Oct, 2025	2.10.2025
17	CONTRACT MANAGEMENT	13-14 Oct, 2025	6.10.2025
18	SKILLS IN ADMINISTRATION	13-14 Oct, 2025	-do-
19	HUMAN RESOURCE MANAGEMENT	22-24 Oct, 2025	15.10.2025
20	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	27-28 Oct, 2025	20.10.2024
21	INVENTORY MANAGEMENT AND WAREHOUSING	27-28 Oct, 2025	-do-
22	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVE	3-4 Nov, 2025	27.10.2025
23	PROJECT MONITORING, EVALUATION AND CONTROL	10-11 Nov, 2025	3.11.2025
24	IMPLEMENTING STRATEGY FOR ACHIEVING COMPETITIVE OBJECTS	24-25 Nov, 2025	17.11.2025
25	ADVANCED SUPPLY CHAIN MANAGEMENT	24-26 Nov, 2025	-do-
26	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	15-16 Dec, 2025	8.12.2025

LAHORE			
1	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEM	10-11 July, 2025	3.7.2025
2	CONFLICT MANAGEMENT	17-18 July, 2025	10.7.2025
3	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	28-30 July, 2025	21.7.2025
4	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	31 July to 1 Aug, 2025	24.7.2025
5	COMMUNICATION MANNERISM: THE ART OF TECHNICAL WRITING	11-12 Aug, 2025	4.8.2025
6	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	11-12 Aug, 2025	-do-
7	WORKPLACE PRODUCTIVITY WITH DIGITAL TOOLS AND TECHNIQUES	18-19 Aug, 2025	11.8.2025
8	SKILLS IN ADMINISTRATION	20-21 Aug, 2025	13.8.2025
9	PROJECT MONITORING, EVALUATION & CONTROL	21-22 Aug, 2025	-do-
10	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	25-26 Aug, 2025	18.8.2025
11	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	25-26 Aug, 2025	-do-
12	DESIGN THINKING FOR INNOVATION	15-16 Sep, 2025	8.9.2025
13	HUMAN RESOURCE MANAGEMENT	17-19 Sep, 2025	10.9.2025
14	MANAGING MULTIPLE PROJECTS	18-19 Sep, 2025	11.9.2025
15	PERFORMANCE BASED MANAGEMENT	18-19 Sep, 2025	-do-
16	MANAGING WITH POWER AND INFLUENCE	24-25 Sep, 2025	17.9.2025
17	CUSTOMER SERVICE EXCELLENCE	29-30 Sep, 2025	22.9.2025
18	CERTIFIED LEAN SIX SIGMA GREEN BELT	29 Sep to 3 Oct, 2025	-do-
19	WORKSHOP ON PROJECT MANAGEMENT	1-3 Oct, 2025	24.9.2025
20	CREATING ORGANIZATIONAL EXCELLENCE	6-7 Oct, 2025	29.9.2025
21	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001	6-7 Oct, 2025	-do-
22	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	13-14 Oct, 2025	6.10.2025
23	MANAGING AND LEADING ORGANIZATIONAL CHANGE	13-14 Oct, 2025	-do-
24	SKILLS IN SUPERVISION	16-17 Oct, 2025	9.10.2025
25	MAINTENANCE MANAGEMENT WITH TPM	27-28 Oct, 2025	20.10.2025
26	QUALITY ASSURANCE AND MANAGEMENT	3-4 Nov, 2025	27.10.2025
27	ADVANCE SUPPLY CHAIN MANAGEMENT	10-12 Nov, 2025	3.11.2025
28	DEVELOPMENT COURSE FOR SUPERVISORS	10-12 Nov, 2025	-do-
29	CONTRACT MANAGEMENT	13-14 Nov, 2025	6.11.2025
30	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	13-14 Nov, 2025	-do-
31	INTERNATIONAL TRADE MANAGEMENT: IMPORT EXPORT PROCEDURES AND DOCUMENTATION	20-21 Nov, 2025	13.11.2025
32	INDUSTRIAL RELATIONS AND LABOR LAWS	26-27 Nov, 2025	19.11.2025
33	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	1-2 Dec, 2025	24.11.2025
34	AI ESSENTIALS FOR EVERYONE	3-4 Dec, 2025	26.11.2025
35	PRODUCTION OPERATIONS MANAGEMENT	3-5 Dec, 2025	-do-

36	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	15-17 Dec, 2025	8.12.2025
37	ADVANCED MS OFFICE	22-24 Dec, 2025	15.12.2025
ISLAMABAD			
1	QUALITY ASSURANCE AND MANAGEMENT	14-15 July, 2025	7.7.2025
2	TRANSFORMATIONAL SALES LEADERSHIP: DRIVING GROWTH AND INSPIRING TEAMS(NEW)	16-17 July, 2025	9.7.2025
3	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEM	21-22 July, 2025	14.7.2025
4	PERFORMANCE BASED MANAGEMENT	21-22 July, 2025	-do-
5	DEVELOPMENT COURSE FOR SUPERVISORS	28-30 July, 2025	21.7.2025
6	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001	28-30 July, 2025	-do-
7	PRINCIPLES OF GOOD MANAGEMENT	28-30 July, 2025	-do-
8	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	31 July to 1 Aug, 2025	24.7.2025
9	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	4-6 Aug, 2025	28.7.2025
10	HUMAN RESOURCE MANAGEMENT	4-6 Aug, 2025	-do-
11	INVENTORY MANAGEMENT AND WAREHOUSING	6-7 Aug, 2025	30.7.2025
12	CONTRACT MANAGEMENT	8-9 Aug, 2025	1.8.2025
13	ADVANCE MS OFFICE	11-13 Aug, 2025	4.8.2025
14	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	18-20 Aug, 2025	11.8.2025
15	DECIPLINE AND DICIPLINARY PROCEDURE AND REPORTING	21 Aug, 2025	13.8.2025
16	ENTERPRISE RISK MANAGEMENT	25-26 Aug, 2025	18.8.2025
17	INDUSTRIAL RELATIONS AND LABOR LAWS	27-28 Aug, 2025	20.8.2025
18	CLOUD COMPUTING INFRASTRUCTURE	27-29 Aug, 2025	-do-
19	ADVANCED SUPPLY CHAIN MANAGEMENT	1-3 Sep, 2025	25.8.2025
20	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	3-4 Sep, 2025	27.8.2025
21	CUSTOMER SERVICE EXCELLENCE	8-9 Sep, 2025	1.9.2025
22	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	8-9 Sep, 2025	-do-
23	DESIGN THINKING FOR INNOVATION	11-12 Sep, 2025	4.9.2025
24	ADVANCED MS EXCEL	17-19 Sep, 2025	10.9.2025
25	PARTICIPATORY GROWTH PLANNING AND MANAGEMENT	18-19 Sep, 2025	11.9.2025
26	DEVELOPING MANAGERIAL COMPETENCIES	25-26 Sep, 2025	18.9.2025
27	PROJECT MONITORING, EVALUATION AND CONTROL	25-26 Sep, 2025	-do-
28	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	1-3 Oct, 2025	24.9.2025
29	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	2-3 Oct, 2025	25.9.2025
30	ADMINISTRATIVE PROCEDURE FOR GOVERNMENT OFFICIALS	6-8 Oct, 2025	29.9.2025
31	TAXATION LAWS OF PAKISTAN	7-10 Oct, 2025	30.9.2025
32	RECORD MANAGEMENT	20-21 Oct, 2025	13.10.2025
33	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	27-28 Oct, 2025	20.10.2025
34	WORKSHOP ON PROJECT MANAGEMENT	29-31 Oct, 2025	22.10.2025
35	UNDERSTANDING PPRA RULES (FEDERAL	3-4 Nov, 2025	27.10.2025

	AND PROVINCIAL)		
36	AI ESSENTIALS FOR EVERYONE	6-7 Nov, 2025	30.10.2025
37	CERTIFIED LEAN SIX SIGMA GREEN BELT	10-14 Nov, 2025	3.11.2025
38	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	17-19 Nov, 2025	10.11.2025
39	ISO COMPLIANCE MANAGEMENT	24-25 Nov, 2025	17.11.2025
40	HR ANALYTICS	24-25 Nov, 2025	-do-
41	EFFECTIVE INTERVIEWING SKILLS FOR MANAGERS	1-2 Dec, 2025	24.11.2025
42	SKILLS IN GOAL SETTING AND WORK PLANNING	1-3 Dec, 2025	-do-
43	CREATING ORGANIZATIONAL EXCELLENCE	4-5 Dec, 2025	27.11.2025
44	FIRE SAFETY AND FIRE CONTROLLING	11-12 Dec, 2025	4.12.2025
45	TRAINING TECHNIQUES FOR TRAINERS	17-19 Dec, 2025	10.12.2025
46	MANAGING MULTIPLE PROJECTS	18-19 Dec, 2025	11.12.2025
47	MANAGING AND LEADING ORGANIZATIONAL CHANGE	22-23 Dec, 2025	15.12.2025

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 25.6.2025

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