

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 **January - March, 2022**.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
KARCAHI			
1	EFFECTIVE PURCHASE MANAGEMENT	24-25 January, 2022	17-01-2022
2	ENTERPRISE RISK MANAGEMENT	24-25 January, 2022	-do-
3	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	24-26 January, 2022	-do-
4	CONFLICT MANAGEMENT	31 January to 01 February, 2022	25-01-2022
5	DEVELOPING MANAGERIAL COMPETENCIES	14-15 February, 2022	07-02-2022
6	STRATEGIC MANAGEMENT	21-22 February, 2022	14-02-2022
7	UNDERSTANDING PPRA RULES	28 February to 01 March 2022	21-02-2022
8	STRESS MANAGEMENT	07-08 March, 2022	25-02-2022
9	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUE	07-09 March, 2022	-do-
10	PROJECT MONITORING, EVALUATION & CONTROL	14-15 March, 2022	04-03-2022
11	SKILL IN ADMINISTRATION	21-22 March, 2022	14-03-2022
LAHORE			
1	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI (HALF DAY)	03-05 January, 2022	31-12-2022
2	INTERNAL FINANCIAL AUDITING AND RISK MANAGEMENT	24-25 January, 2022	17-01-2022
3	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	07-09 February, 2022	31-01-2022
4	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	08-10 February, 2022	01-02-2022
5	INTERNAL AUDITING FOR INTERGRATED MANAGEMENT SYSTEM	16-17 February, 2022	11-02-2022
6	HANDLING DIFFICULT PEOPLE	21-22 February, 2022	14-02-2022
7	SUPPLY CHAIN MANAGEMENT	21-22 February, 2022	-do-
8	PERFORMANCE BASED MANAGEMENT	28 Feb to 1 st March, 2022	21-02-2022
9	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	28 February to 4 March, 2022	-do-
10	DATA SCIENCE FOR DECISION MAKING	07-09 March, 2022	25-02-2022
11	DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	25-26 March, 2022	18-03-2022
12	EFFECTIVE PURCHASE MANAGEMENT	28-29 March, 2022	21-03-2022
13	HUMAN RESOURCE MANAGEMENT	28-30 March, 2022	-do-
14	PROBLEM SOLVING AND DECISION MAKING SKILLS	28-30 March, 2022	-do-
ISLAMABAD			
1	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	10-11 January, 2022	03-01-2022
2	MODERN SECRETARIAL PRACTICES	17-18 January, 2022	10-01-2022

3	SKILLS IN ADMINISTRATION	19-20 January, 2022	-do-
4	HUMAN RESOURCE MANAGEMENT	24-26 January, 2022	17-01-2022
5	ADMINISTRATIVE PROCEDURE FOR GOVERNMENT OFFICIALS	24-26 January, 2022	-do-
6	PERFORMANCE MANAGEMENT SYSTEM AND APPRAISAL TECHNIQUES	27-28 January, 2022	-do-
7	FINANCIAL MANAGEMENT	31 January to 1 st February, 2022	24-01-2022
8	PROBLEMS SOLVING AND DECISION MAKING SKILLS	31 January to 2 nd February, 2022	-do-
9	INTEGRATED HSC MANAGEMENT SYSTEM: ISO 14001 AND 45001	24-26 February, 2022	14-02-2022
10	TRAINING TECHNIQUE FOR TRAINERS	28 February to 2 nd March 2022	21-02-2022
11	TAXATION LAWS OF PAKISTAN	07-09 March 2022	25-02-2022
12	DEVELOPING MANAGERIAL COMPETENCIES	17-18 March, 2022	07-03-2022
13	HANDLING DIFFICULT PEOPLE	21-22 March, 2022	14-03-2022
14	DEVELOPING EMPLOYEES PERFORMANCE KPI SYSTEM	24-25 March, 2022	18-03-2022
15	SUPPLY CHAIN MANAGEMENT	28-29 March, 2022	21-03-2022
16	WORKSHOP ON PROJECT MANAGEMENT	28 March to 1 st April 2022	-do-

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.


(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-2014 Dated 29-12-2021

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