

Government of Pakistan

PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training
Shahrah-e-Suhrawardy Near Zero point, Islamabad

Dated: 4th September, 2018

DIRECTOR GENERAL

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF October, 2018**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD) Human Resource Planning (HRP) and Information Technology (IT). These programmes are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management. The purpose of organizing such programmes is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following training programmes during the month of October, 2018:

S.No	Name of Event	Duration	Course Coordinators
1.	Application of Project Management in MS Project	01-03 October,2018	Zari Assistant director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
2.	Improving Personal Effectiveness	15-17 October,2018	Farhat Shafiq Deputy Director, Ph.051-9252555 Email. Farhat.shafiq.pmi@gmail.com
3.	Managing Employees Performance Through Motivation at workplace	22-24 October,2018	Sidra-Tul-Muntaha Assistant Director, Ph.051-9252546 Email: pakistanmanpowerinstitute@gmail.com

3. You are requested to kindly send 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0900 hours to 1330 hours. Participants are requested to use gate No.3 for entering into the Institute. The Institute will not charge any fee for the training course. However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. The nomination of nominees may be forwarded to this Institute on the format given below:

S.No	Name & Designation	Name of Course/Seminar	Organizations	Contact No.	Email Address
1.					

4. Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,

Mushtaq Ahmed
 (Mushtaq Ahmed)

Chief Statistician,
 Statistics Division, Pakistan Bureau of Statistics,
 Statistics House, Plot #21, G-9, Mauve Area,
 Islamabad.

Detail of the course contents can be seen overleaf

Course Contents

S.No.	Training Title	Date	Course Contents
1.	Application of Project Management in MS Project	01-03 October, 2018	<ul style="list-style-type: none"> • Introduction to Management and Technology • Project Management: What it is all about • Meet the Project Family, a Guided Tour of the Project • Managing Allocating and Tracking the Project • Advanced Task Scheduling • Fine Tuning Resources and Assignments Details • Reporting Formatting • Troubleshooting, Tips and Tricks
2.	Improving Personal Effectiveness	15-17 October, 2018	<ul style="list-style-type: none"> • Significance of Personal Effectiveness • Approaches to Improve Personal Effectiveness • Innovation work Behavior, Emotional Intelligence and Mindfulness • Human Skills Attitude, Values and Charisma • Time Management Skills and Life Success • Role of Effective Verbal & Non-Verbal Communication • Skills for personal Effectiveness • Conflict Management & Personal Effectiveness • 7 Habits of Highly Effective People
3.	Managing Employees Performance Through Motivation at workplace	22-24 October, 2018	<ul style="list-style-type: none"> • Performance – concept and definition • Managing things and people at work • Managing performance – tools and techniques • The concept of motivation and its utility in organizations • How to manage performance through motivation? • Empathy Vs Sympathy • The Science of Positive Words • Q & A