

Course Contents

S.No	Training Title	Date	Course Contents
1.	Effective decision making skills	05-07 November, 2018	<ul style="list-style-type: none"> • Introduction to Decision making: The decision making process and types, problem solving and effective decision. • Methods of decision making under the risk and uncertainty. • Sequence of decision, good decision making, social perspective of decision making. • Role of leadership and personal decision Making.
2.	Promoting Gender Equality At workplace	12-14 November, 2018	<ul style="list-style-type: none"> • Everyone is defined by his or her individuality • Placements should be on the basis of credentials • No special privileges for men or women • Active human resources department • No separate rules for males and females • Need to squash • Empowering Equality at workplace • Education is Equality at Workplace • Increased Organizational Reputation are closely linked with Promoting Gender Equality at Workplace
3.	Application of Project Management in MS Project	26-28 November, 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



Government of Pakistan

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

DEPUTY DIRECTOR

Dated: 4th October, 2018SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF NOVEMBER, 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 November, 2018.

S.No	Name of Event	Duration	Course Coordinators
1.	Effective Decision making Skills	05-07 November, 2018	Zari Assistant director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
2.	Promoting Gender equality at workplace	12-14 November, 2018	Sidra-Tul-Muntaha Assistant Director, Ph.051-9252546 Email:pakistanmanpowerinstitute@gmail.com
3.	Application of project Management in MS Project	26-28 November, 2018	Farhat Shafiq Deputy Director, Ph.051-9252555 Email. Farhat.shafiq.pmi@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,

(Farhat Shafiq)

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

Statistics Division
 Dy. No. 153 Dated 04/10/18
 Islamabad

Date 04/10/18
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Chief Statistician's Office
 Dy. No. 153 Dated 04/10/18
 Islamabad

DSISD
 Dy. No. 153
 Date 04/10/18

10/10/18

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