

Government of Pakistan

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

DIRECTOR GENERAL

Dated: 02nd February, 2021SUBJECT: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2021

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes 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. The purpose of organizing such programmes is to disseminate information to the participants and enhance their skills.

2. PMI is organizing the following training programmes during the month of March, 2021:

S.No	Name of Event	Duration	Course Coordinators
1	Knowledge Management & Organizational Development	01-03 March, 2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email: yasser.pmi@gmail.com
2	Problem Solving and Decision Making Skills	08-10 March, 2021	Zari Assistant Director, Ph.051-9252552 Email: assistantdirectorpmi@gmail.com
3	Budget Preparation and Implementation in Public Sector	15-17 March, 2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email: yasser.pmi@gmail.com
4	Application of Project Management in MS Project	19-31 March, 2021	Zari Assistant Director, Ph.051-9252552 Email: assistantdirectorpmi@gmail.com

3. You are requested to kindly send only 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, I will accept nominations on first come first served basis. Nominees are required to bring their own 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 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. Please see note overleaf for important information related to training. The nomination may be forwarded to this Institute in 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,

Secretary,
 Ministry of Planning and Development, Block "P"
 Pak. Secretariat, Islamabad

(Khurshid Ahmed Khan Marwat)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training/HRM-IV Section)

No.4(10)Trg/Estb-IV/PDR/2018

Islamabad, the 16th February, 2021

The nomination should reach this Section by 19-02-2021. Ministry will not provide any fund.

(Ghulam Nabi Shaikh)
 Section Officer(HRM-IV)

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director (Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website