



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

DIRECTOR GENERAL

Dated: 1st November, 2017

SUBJECT: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF DECEMBER, 2017

Office of the Secretary
 Dy. No: 2055
 Date: 08-11-2017

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes 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 programs are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management. The purpose of organizing such programs is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following training programs during the month of December, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Managing Employees Performance Through Motivation	04-06 Dec, 2017	Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252552 pakistanmanpowerinstitute@gmail.com
2.	Application of Project Management in MS Project	11-13 Dec, 2017	Yasser Qureshi, Assistant Director Ph: 051-9252553 yasser.pmi@gmail.com
3.	Assertiveness Skills	18-20 Dec, 2017	Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252552 pakistanmanpowerinstitute@gmail.com
4.	Human Resource Management	26-28 Dec, 2017	Yasser Qureshi, Assistant Director Ph: 051-9252553 yasser.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 0830 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.

A.S.

(SHOAB ANMAD SIDDIQUI)
 Secretary

(Signature)
 Additional Secretary

Yours sincerely,

(Signature)
 (Khalida Gulnar)

JS (Establishment) Additional Secretary Office
 Dy. No: 524
 Date: 9-11-17

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(10)/Trg/PD&R/2013

Islamabad, the 15th November, 2017

The nomination of suitable officer from their sections should reach this Section latest by **30th November, 2017.**

(Signature)
(Adrees Ahmed)
 Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website

Mr. Aurangzeb

(Signature)
 16-11-17