



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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December 26th, 2018

THE SECRETARY
PLANNING & DEVELOPMENT DIVISION
GOVERNMENT OF PAKISTAN 'P' BLOCK
Islamabad.

J 31.12
A.S.
ZAFAR HASAN
Secretary

MANAGEMENT DEVELOPMENT PROGRAMS
January - March 2019

Dear Sir,

Please find enclosed PIM's Lahore training schedule for the months of January – March 2019. You are requested to kindly nominate the concerned individuals for these courses at your earliest. Nominations should be sent directly to our Lahore Office. Course fee payment cheques, demand drafts and pay orders should be drawn in-favour of "PAKISTAN INSTITUTE OF MANAGEMENT".

We expect to receive nominations preferably a week before the commencement of the course(s). For any particular course, registration may close earlier depending upon the number of nominations received.

We look forward to receive training nominations from your esteemed organization.

With Profound Regards,

Adeel
Adeel Zeerak
Registrar

ALHAZA BHUTTA
Additional Secretary

3 01/1/19.

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

No.4(5)Trg/Estb-IV/PDR/2018

Islamabad, the 2nd January, 2019

2-weeks

The nomination should reach this Section ~~05~~ *05* days before the course starts. Ministry will not provide any funding.

Ayesha Javed
(Ayesha Javed)
Section Officer

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

Office of the Secretary
Dy. No. 31-12-2018
Date: 31-12-2018
SJS (Establishment) Diary No. 961
Dated: 01-01-19
Dy. No. 79
Dated: 1.1.19

Additional Secretary Office
Dy. No. 212
Dated: 31/12

Courses at Pakistan Institute of Management, Lahore January – March 2019

1. Beginners Guide to Strategic Human Resource Management

Lahore: January 14 – 15, 2019

The discipline covers the concepts and practices that guide and align HRM philosophy, tactical planning and practice with the strategic and long term goals of the organization, with a particular focus on human capital. It deals with the macro-concerns of the organization regarding structure, quality, culture, values, commitment, matching resources to the future needs and other longer term people issues.

Strategic HRM gives direction on how to build the foundation for strategic advantage by creating an effective organizational structure and design, culture, employee value, proposition, systems thinking, an appropriate communication strategy and preparing an organization for a changing landscape, which includes downturns and mergers & acquisitions. Sustainability and corporate social responsibility come within the ambit of this discipline, especially with reference to organizational values and their expression in business decision making.

Learning Investment: Rs. 21,000/- Per Participant

2. Understanding PPRA Rules

Lahore: January 14 – 15, 2019

The Public Procurement Regulatory Authority is an autonomous body endowed with the responsibility of prescribing regulations and procedures for public procurements by Federal Government owned public sector organizations with a view to improve governance, management, transparency, accountability and quality of public procurement of goods, works and services. Procurement in the public sector entails streamlining processes, reducing the prices and costs of raw material and finding better supply sources.

Learning Investment: Rs. 21,000/- Per Participant

3. Training Techniques for Trainers

Lahore: January 14 – 16, 2019

Managers have to be good trainers for both the organization's success as well as for their own success. It is a key responsibility of managers to train and develop their subordinates however, organizations pay little attention to equip their managers with the necessary skills and knowledge to carry out these responsibilities successfully. This course is beneficial for all managers.

Learning Investment: Rs. 27,000/- Per Participant

4. Security and Risk Management

Lahore: January 21 – 22, 2019

As the vision for One Belt One Road (OBOR), especially the China-Pakistan Economic Corridor (CPEC) becomes a reality now and in the next 13 years to com. Pakistan business is poised to play an integral part in the arising demand for domestic market as well as the global economic growth through connectivity and friendship OBOR envisages. The top risk for CPEC lies in safety & security, according to the report released. Realizing this need, Pakistan Institute of Management(PIM) provide the Safety & Security course to help organizations upgrade their security levels.

By the end of the course, Participants will be able to learn: -

- ✓ Security technologies and products
- ✓ Dealing with emergencies, specially focused on explosives, and attacks;

- ✓ Dealing with cyber terrorism
- ✓ Security and safety risk assessment: principles and methodologies;
- ✓ Practical usage of Chinese martial art for security guards
- ✓ Safety tips and protocols

Investment: Rs. 21,000/- Per Participant

Advanced MS Excel

Lahore: January 21 – 22, 2019

This course is designed for existing Excel users who have a working knowledge of the Excel and wish to further develop their advanced skills by using the more complex features of the application.

Course Contents

- ✓ Overview of the Excel
- ✓ Create and use worksheet templates
- ✓ Define and use custom lists
- ✓ Customize Excel defaults
- ✓ Use Goal-seek and Solver to find answers
- ✓ Customize Excel toolbars
- ✓ Specify, sort, filter, Advanced Filter & extract more complex data using list management functions
- ✓ Use the Advanced Excel Formulae
- ✓ Import and export data from other sources
- ✓ Record a macro for automating tasks
- ✓ Attach a macro to a command button and a toolbar button
- ✓ Write your own function in Excel using VBA

Prerequisites

Basic knowledge in MS-Excel or any other spread sheet is required.

Investment: Rs. 18,000/- Per Participant

Performance Neurology

Lahore: January 23 – 24, 2019

Performance neurology is the study and practice of improving brain function to achieve a higher level of performance. When you achieve high performance, the brain must be a high performer in order for the body to achieve the desired results. You are more productive and efficient when the messages from the brain are clear, accurate and fast.

Investment: Rs. 21,000/- Per Participant

SAP Business One

Lahore: January 28 – 29, 2019

SAP Business One is affordable, easy-to-use business management software designed specifically for small and mid-level enterprises. It enables enterprises to manage their critical business functions across sales, distribution and financials - all in a single integrated system. With SAP Business One, enterprises can instantaneously access a complete and up-to-minute view of their business - helping them to achieve better customer satisfaction hence achieving higher profits.

Investment: Rs. 21,000/- Per Participant

8. Finance & Accounting for Non-Financial Executive

Lahore: January 28 - 30, 2019

This course has been designed to develop employees to discharge supervisory responsibilities effectively. This would help participants to effectively manage a workgroup and will equip them with essential skill to tackle difficult employee behavior. Major areas covered in the program include basics of management, communication, human relations and productivity.

Audience

The course is ideal for people who manage teams or a group of people. The course is equally beneficial for people newly appointed for supervisory roles who aspire to learn skills for managing people.

Learning Investment: Rs. 27,000/- Per Participant

9. Improving Personal Effectiveness

Lahore: February 06 – 08, 2019

This course has been designed to help participants to make self-analysis from different angles and identify their weaknesses and strengths so that they may be able to determine the required course of action to improve their skills, knowledge and personality. The course is based on self-learning through questionnaires, tests and exercises.

Learning Investment: Rs. 27,000/- Per Participant

10. Principles of Good Management

Lahore: February 06 – 08, 2019

Efficient running of an organization's work system requires mobilization of all kind of resources available. System support makes it possible to utilize these resources to their optimum level. Those managers who possess the skill of goal setting for themselves and their subordinates ultimately succeed in achieving high result in their organization. Dependence in managers or others for goal setting generally ends up in the organizational retardation and organizational objectives are not totally achieved. The modern manager therefore, must possess the skill of goal setting and be able to practice it in the organization to achieve the organizational goals and the goals of his job.

Learning Investment: Rs. 27,000/- Per Participant

11. Learn MS Office 2016

Lahore: February 06 – 08, 2019

This course teaches you how to effectively use the new Microsoft Office 2016 Suite through comprehensive training sessions and engaging workshops. Allowing the user to get familiar with the all new version of industry's leading office automation program.

New users will be guided through the fundamentals of the new office interface, while experienced users will be brought up to speed on the new navigation and functionality of this 2016 edition. This course will train you how to best meet your needs through the use of Word, Excel, PowerPoint and Outlook.

Learning Investment: Rs. 18,000/- Per Participant

12. Disaster Management

Lahore: February 11 – 12, 2019

Our region now seems to have more frequency and intensity of human tragedy and heavy economic losses from disasters. The 2004 Indian Ocean Tsunami, 2005 earthquake in Kashmir, 2010 flood in Pakistan, and the Afghanistan blizzards highlight the level of devastation that disasters can bring to the region. This training focuses necessary and useful fundamental knowledge and skills in disaster risk management to enhance the capabilities of disaster managers who wish to reduce the impact of disastrous events

of disaster management training is to build the capacity of National Societies' staff and volunteers, and that of National Federation delegates, to improve preparedness and response at all levels before during and after disasters and to all components of the Movement the means to work together in a coordinated manner.

Investment: Rs. 21,000/- Per Participant

Talent Management

Lahore: February 11 – 12, 2019

This course offers a practical and holistic view on Talent Management from the business HR Partner. Companies with great managers and those who coach, communicate with, and develop their employees have top performers who out-produce an average performer by 2.5 to 10 times resulting in up to 26% increase in review/employee and up to 22% increase in shareholder return.

Investment: Rs. 21,000/- Per Participant

Financial Management Course

Lahore: February 14 – 15, 2019

This course offers an opportunity to managers to understand and develop a conceptual framework of financial management in respect to the business context in Pakistan. Issues pertaining to profitability, risk and liquidity of commercial organizations form the core of the Program. The course aims to give the participants an overall framework for financial management. It introduces for the first time, the tool of "*Shareholder Value Analysis*".

Investment: Rs. 21,000/- Per Participant

Strategic Delivery of Change: Organizational Success

Lahore: February 18 – 19, 2019

In a dynamic business environment, organizational changes and methods of addressing them are prevalent as we seek to create and sustain transformation across locations. The way businesses manage change and how successful they are depends largely on the nature of business, the change and the people involved. Applying change management activities is instrumental in realizing goals for planned and unplanned changes both internally and externally. It also helps diagnose risks associated with the transition before they become a crisis. Therefore, it is essential to first understand some of the concepts and methodologies pertaining to change management.

The focus of this two days' course is to learn intervention strategies designed to cope with systems-related change and characterized with managerial competencies associated with effectively managing change.

Investment: Rs. 25,000/- Per Participant

Workshop on Project Management

Lahore: February 18 – 22, 2019

The importance of "Project Management" to a company's profitability and to its market responsiveness is more critical today than ever before. Everyone needs the skills to complete a project on time and under budget, without compromising quality. This is a practical "hands on" course for those who are new in the area of project management as well as for those who want to refresh their knowledge and skills in project management.

Investment: Rs. 35,000/- Per Participant

Skills in Administration

Lahore: February 18 – 19, 2019

This course is designed to enhance the skills required for running administration department effectively. Participants learn important skills that are at the heart of running a typical administration department. At the completion of this course, participants will be able to better manage their workforce and become an effective manager.

By the end of the workshop, Participants will be able to:

- ✓ Enhance your credibility by making better informed decisions
- ✓ Handle problematic employees and maintain discipline effectively
- ✓ Develop their subordinates for bigger challenges through delegation
- ✓ Obtain best deals for the organization by negotiating professionally

Learning Investment: Rs. 21,000/- Per Participant

18. Data Science for Decision Making

Lahore: February 18 – 20, 2019

This three-day instructor-led course teaches you how to implement self-service Business Intelligence (BI) solutions. The course discusses the rationale for self-service BI, and describes how to use Microsoft SQL Server Reporting Services, Microsoft Excel to create self-service data models and reports. The course is beneficial for Business professionals, Managers making decisions based on data analysis, or anyone who wants to increase their knowledge of intermediate to advanced features in Excel

Learning Investment: Rs. 27,000/- Per Participant

19. Contracts Management

Lahore: February 25 – 26, 2019

Are your projects being derailed by outsourcing with high hidden costs? Are contracted services exceeding budget and schedule due to poor internal contracts management? Are contracts being terminated or tied up in claims or litigation?

If these sound familiar, your organization needs to develop professional Contracts Managers, who can manage your contracts in an efficient way. Contracts management training prepares you to understand the complete project cycle from acquisition planning and source selection to contracts administration up to final claims management.

Through this course, you'll learn how to use the core set of contracting skills that are needed to:

- ✓ Manage risks effectively.
- ✓ Evaluate price and cost proposals efficiently.
- ✓ Define, establish and justify "fair and reasonable" prices.
- ✓ Use proven techniques for conducting successful negotiations.

Contracts management training is for you if you are a contracts manager, a project manager, a contracts administrator, a sales or business development manager, a contracts proposal writer, a member of a source selection team or a commercial contracts professional who wants to strengthen his or her abilities.

Learning Investment: Rs. 21,000/- Per Participant

20. Gender Sensitization

Lahore: January 25 – 26, 2019

In many developing countries, women are viewed as second-class citizens. Even though women often have a heavier workload as caretakers of the home, they have very little influence or authority in their house and communities. This unbalanced societal power often leads to fewer opportunities for women for education and work, and can also lead to domestic abuse. The Training program is designed to open up communications between the sexes to bring mutual understanding and respect of each other's' roles.

Learning Investment: Rs. 21,000/- Per Participant

International Trade Dynamics and Import Export Management

Lahore: February 25 – 26, 2019

International Trade Import & Export is a very dynamic field involving complex sets procedures, a number of commercial, transportation and regulatory documents and a huge number of role players or actors. Practical understanding of the international trade dynamics is important for an individual as well as for a company doing or planning to do business across borders. This course is designed to cater theoretical concepts and their practical conduct and implementation.

At the end of the program, Participants will be able to: -

- ✓ Develop a deep insight about International Trade Import & Export related procedures, policies, regulations and documentations.
- ✓ Know about the parties involved in International Trade, their roles and communications techniques to develop working relationships.
- ✓ Handle timely and hassle free Imports & Exports by knowing the bottle necks, complexities, hurdles and risks involved in International trade.
- ✓ Comprehend Statistical data related to international trade to compare available business opportunities in and outside the country.
- ✓ Effectively use WBOC and arrange proactive customs clearance of goods.

Starting Investment: Rs. 21,000/- Per Participant

Financial Analysis: Concepts and Techniques

Lahore: March 04 -06, 2019

This course is intended to develop skills to assess the overall financial position of the firm - its strengths, weaknesses and financial implications of alternative course of actions. This course will help in evaluating the performance of the organization. The course is equally useful for managers involved in corporate planning and control, as well as for personnel of firms and banks involved in the financial evaluation of clients. A basic understanding of accounting is considered as a prerequisite.

Starting Investment: Rs. 27,000/- Per Participant

Six Sigma: Green Belt

Lahore: March 04 – 08, 2019

Six Sigma is a smarter way to manage a business. It puts customers first. It uses facts and data to drive better solutions. It is a process that allows companies to dramatically improve their bottom line by designing and monitoring everyday business activities in ways that produces major returns on investment, improve quality while increasing customer satisfaction. Six Sigma results in extraordinary cost savings as well as opportunities to retain customers, capture new markets and build a reputation for top performing products. It provides specific methods to recreate the process so that defects and errors never occur in the first place. The course is intended for top executives and managers of large- and medium-scale organizations, as well as for those who already possess basic knowledge of organization's operations and want to know about Six Sigma through Strategy.

Starting Investment: Rs. 35,000/- Per Participant

Internal Auditing for Integrated Management Systems

Lahore: March 04 – 05, 2019

This course requires that an organization conduct internal audits to determine the effectiveness of its quality, environmental and safety system. The courses aim: -

- ✓ To enable delegates, understand Key concepts in Integrated Management System auditing
- ✓ To impart/enhance integrated management systems auditing skills
- ✓ To enable the delegates to plan, conduct & manage integrated management system internal audits.

Starting Investment: Rs. 21,000/- Per Participant

25. The Power of Positive Thinking

Lahore: March 11 – 12, 2019

The Power of Positive Thinking Workshop is a powerful program with life-changing tools that will help you achieve your peak performance. Positive thinking can make us more resilient, creative and better able to handle setbacks. People who think positively are also more likely to experience job satisfaction, see the opportunities in a situation, welcome challenges and learn lessons from difficult experiences.

This workshop is an opportunity to optimize your energy and target it in the direction of great productivity and personal achievement.

Learning Investment: Rs. 21,000/- Per Participant

26. Advanced MS Excel

Lahore: March 11 -12, 2019

This course is designed for existing Excel users who have a working knowledge of the Excel and wish to further develop their spreadsheet skills by using the more complex features of the application.

Course Contents

- ✓ Overview of the Excel
- ✓ Create and use worksheet templates
- ✓ Define and use custom lists
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- ✓ Use the Advanced Excel Formulae
- ✓ Import and export data from other sources
- ✓ Record a macro for automating tasks
- ✓ Attach a macro to a command button and a toolbar button
- ✓ Write your own function in Excel using VBA

Pre-Requisites

Basic knowledge in MS-Excel or any other spread sheet is required.

Learning Investment: Rs. 18,000/- Per Participant

27. Building Resilience: Prepare Yourself to Thrive in Challenging Times

Lahore March 11 – 12, 2019

Resilience is defined as a *set of processes* that enables good outcomes in spite of serious threats. The managers can't avoid challenges in the workplace, but what they can do is build and practice their resilience. They can learn to identify, manage and bounce back from these challenges with energy, effectiveness, and positive action. The Manager's Role in Resilience is twofold. One is to have a 'will do' approach to facing up to the challenge and tackling it without difficulty. The second is to ensure the workforce has a positive and robust attitude in times of crisis and change. This training program has been designed to enable managers strengthen personal resilience and understand the role of managers in building team resilience. This skill-based training program is packed with interactive exercises and workplace integration strategies to build resilience and enhance workplace performance.

Learning Investment: Rs. 21,000/- Per Participant

Operational Excellence – The High Performance Loop

Lahore: March 11 – 12, 2019

This two-day program for ordinary managers who want to produce extraordinary results. It is based on actual interviews of top managers who produced extraordinary results in their professional life. The three major lessons from these interviews

• All the interviewees at some point in their professional life decided to be different.

• They streamlined their efforts by setting short, intermediate and long term goals.

• They developed individual processes to enable them to achieve extraordinary goals.

The program focuses on developing mind sets that enable ordinary managers to manage, control and continuously improve performance and productivity.

Investment: Rs. 21,000/- Per Participant

Dashboard Reporting & Advanced Data Analysis with MS Excel

Lahore: March 18 – 19, 2019

In today's challenging business environment, one of the most sought after skill for professionals is their ability to quickly analyze, summarize, present and report on the available data. This course is designed with a practical, easy-to-learn approach to unleashing the power of Microsoft Excel to build interactive management dashboards and advanced data analysis and reporting features. It aims to equip participants with adequate knowledge and skills to understand how to create dashboards and facilitate the reporting of key performance indicators (KPIs).

Investment: Rs. 21,000/- Per Participant

Management Course for Junior Executives

Lahore: March 18 – 21, 2019

This very popular course MJE is an ideal vehicle for giving first exposure in management to those who are about to begin their management careers, and to those who have recently been promoted to the management cadre. It covers, in considerable depth, the theory of management and the functions of administration, modern concepts and practices in all functional areas of management e.g. Organizational Behavior and Management, Personnel Management, Marketing Management, Operations Management, Administrative Management and Financial Management etc.

Investment: Rs. 24,000/- Per Participant

Developing Social Media Marketing Strategies

Lahore: March 18, 2019

In the online world, you don't have the luxury of personally showing your products to customers and physically trying to sell through conventional media channels. Online marketing offers great opportunities to all of us to scientifically structure marketing and advertising campaigns through effective use of digital media marketing strategies. The problem many marketers suffer from is trying to achieve too broad an audience with a single message. By creating a set of personas that match your different segmentations you have a much higher chance of building trust in your services, leading to more bookings in the future. 'Persona mapping' is not a new concept to marketing but it's been more recently popularized on the web.

Investment: Rs. 15,000/- Per Participant

Project Monitoring, Evaluation and Control

Lahore: March 21 – 22, 2019

Project monitoring allows project managers and project stakeholders to continuously evaluate the performance of projects against agreed parameters, whereas project control provides effective mechanisms to keep projects on track. This training enables participants to understand the tools and techniques for effective monitoring and control during the life of a

The program will provide comprehensive knowledge about the methods for project monitoring and evaluation. It will also assist in understanding project reporting requirements and developing effective strategies for controlling projects.

Learning Investment: Rs. 21,000/- Per Participant

33. Quality Management Master Class

Lahore: March 25 – 27, 2019

Quality management (QM) is an organization-wide approach to understand precisely what customers need and consistently deliver accurate solutions within time and budget. This also ensure the effective design of processes that verify customer needs, plan product life cycle and design, produce and deliver the product or service. During the course, participants will learn to analyze and apply quality management principles and identify critical success factors. It discusses quality tools and techniques and deliberates on the best approaches for organizations to attain a quality culture. Participants will further examine how the Cost of Quality strategies can assist in meeting business objectives of reducing risks and lowering costs, hence achieving high business profits.

Learning Investment: Rs. 35,000/- Per Participant

34. Negotiation Skills

Lahore: March 25 – 26, 2019

Negotiation skills are essential for all managers, be it negotiating with unions, suppliers, customers, employees or creditors. This program will help managers to develop the skills, styles and confidence necessary to negotiate effectively. The program is especially appropriate for line or specialist executives who wish to understand the negotiation process.

Learning Investment: Rs. 21,000/- Per Participant

35. Emotional Intelligence for Workplace Success

Lahore: March 25 – 26, 2019

Emotional intelligence is vital for workplace success. Emotionally intelligent professionals can help build effective relationships for enhancing work productivity. Understanding and raising your Emotional Intelligence is essential to your success and leadership potential. The course aims to concentrate on the skills required to build effective relationships and also to lead teams effectively and manage the diverse personalities normally found in the workplace. The ability to respond appropriately to feelings in ourselves and others, practice innovative teamwork and encourage synergy between team members is essential to building a successful organization.

Furthermore, participants will learn how to improve their leadership skills to motivate themselves and inspire others. Handle stress the high EQ (Emotional Intelligence) way and delegate tasks.

Learning Investment: Rs. 21,000/- Per Participant

36. Result Based Management & Monitoring

Lahore: March 25 – 26, 2019

Results-based management is a management approach whereby an organization ensures that all of its processes, products and services contribute to the achievement of desired results. It depends on clearly defined accountability for results, and requires systematic monitoring, self-assessment and reporting on progress. It is a planning approach with a range of tools that ensures planning of different tiers of results with defined set of indicators, taking into consideration the context and environment. It facilitates managers to take critical decisions at different phases of work without compromising on the achievement of results.

Learning Investment: Rs. 21,000/- Per Participant

Workshop Openers for Managers

Lahore: March 25 – 26, 2019

Many of us have drifted in a comfort zone due to our past successes and would like to "get back in action" with the same energy that kept us abreast of others, once. Such is the inspiration behind this program. This workshop is a blend of Personal and Professional Excellence and will certainly add to the quality of life of the people who attend this 2-day intensive learning experience!

Objectives of this Workshop

The program anticipates that its Participants will:

- ✓ Remove blockades to creative ideas
- ✓ Develop their skill of finding opportunities, within problems
- ✓ Sharpen their Instinct and Intuition further
- ✓ Enhance their Creative /Analytical skills
- ✓ Deal with "Uncertainty" better
- ✓ Learn to overcome "Obstacles"
- ✓ Benefit their Communication and understanding of others
- ✓ Learn to see things "The Right Way" and eliminate "Stop signs"
- ✓ Avoid stagnation and take charge proactively at their workplaces
- ✓ Be Motivated and assume ownership of their responsibilities
- ✓ Lead others effectively
- ✓ Re-ignite that *inner motivation* and *fire in the belly* to set and achieve greater goals...

The workshop revolves around practical discussions amongst participants.

Workshop Investment: Rs. 30,000/- Per Participant

Business Development Office
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