

Government of Pakistan
Ministry of Commerce

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FNo.5 (1)/2019 Admn-1/MoC


Islamabad, the 25th February, 2020

Circular

Subject: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2020

Reference Pakistan Manpower Institute (Ministry of Federal Education & Professional Training) Economic vide letter WP-1(16)2019-20 T&R dated 18th February, 2019 is organizing a series of training courses/seminars/workshops of Human Resource Management (HRM), Human Resource Development (HRD) Human Resource Planning (HRP) and Information Technology (IT). The purpose of such programmes is to disseminate information to the participants and enhance their skill. (Copy PMI. s' Letter is enclosed). Pakistan Manpower Institute requested to send 2-3 suitable nomination(s) of BS-17 due to limited seats for above mentioned trainings programs.

2. Interested Officers (BS-17) and above of Ministry of Commerce and attached Departments/Organizations are requested to send their nominations to Admn-1/Moc section latest by 02-03-2020. Database Administrator is requested to upload the above mentioned training on the website of the Commerce Division.



(Arshad Nawaz)

Deputy Director (MoC)

Data Base Administrator (Moc)



WP-I(16)2019-20 T&R

Government of Pakistan

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

DIRECTOR GENERAL

Dated: 18th February, 2020

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2020**

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. 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, 2020.

S.No	Name of Event	Duration	Course Coordinators
1.	Building Self Confidence & Assertiveness Skills	16-18 March, 2020	Sidra- Tul - Muntaha Assistant Director, Ph.051-9252546 Email.pakistanmanpowerinstitute@gmail.com
2.	Professionalism & Ethics at workplace	24-26 March, 2020	Asif Safdar Assistant Director, Ph. 051-9252551 Email.rana4mef@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 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 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.

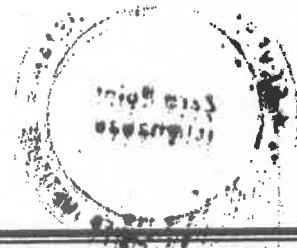
Best regards.

Yours sincerely,


(Director General)

Secretary,
Commerce Division, Ministry of Commerce and
Textile Industry, Block "A", Pak. Secretariat, Islamabad

Detail of the course contents can be seen overleaf




URL: www.pmi.gov.pk

Facebook page: www.facebook.com/pakistanmanpowerinstitute

Phone: No. 051-9252554, 9252546, Fax: No. 051-9252595

Course Contents

S.No	Training Title	Date	Course Contents
1.	Building Self Confidence & Assertiveness Skills 	16-18 March, 2020	<ul style="list-style-type: none"> • Significance of 'Confidence' & 'Confidence Building' • What is Assertiveness? • How to efficiently and effectively recognize behaviors in others as well as looking inward to recognize your own behavior type. • Present yourself in a consistently assertive manner to make a powerful and positive impact • Say "no" positively and effectively • Recognize different types of behavior and its potential impact • Become able to resist the pressure and dominance of excessively dominant people • Stand up to bullies and bully tactics • Exert a little more control in situations that are important to you • Recognize potential conflict and adopt skills to manage • Talk confidently to people and be heard • Strategies for confidence building • Assertiveness techniques • Activities/Group Tasks/Related Videos/Case Studies
2.	Professionalism & Ethics at workplace	24-26 March, 2020	<ul style="list-style-type: none"> • Workplace Ethics and Moral Values • Islamic Perspective of Moral Values • Knowledge, skills and competency matrix • Building Self-confidence & self Esteem • Successful and Un successful employees • Key Expectations, Attitude and Behavior of Professionals • Impact of Emotional intelligence in professional success