

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**



No. 5(2)/2021/HR-I


Islamabad, the 22nd March, 2021

Subject:- TRAINING PROGRAMS SHEDULE FOR THE MONTH OF APRIL 2021

Please find enclosed herewith a copy of self-explanatory letter No. 1(16) 2020-21 T&R dated 1st March 2021 received from PMI, Ministry of Federal Education & Profession on the above mentioned subject for placing on the website of the Ministry for information.

2. Interested officers are requested to send their nomination, approved by the respective head of the Wing to HR-I Section.

Encl: **As above**


**(Muhammad Imtiaz
Deputy Director (HR-I)**

Database Administrator,
Ministry of Commerce,
Islamabad



WP-I (16)2020-21 T&R

Government of Pakistan

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

DIRECTOR GENERAL

Dated: 01st March, 2021

SUBJECT: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF APRIL, 2021

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 programme during the month of April, 2021.

S.No	Name of Event	Duration	Course Coordinators
1.	Creating time efficiency & managing multiple priorities	05-07 April,2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@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, 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. Please see note overleaf for important information related to training. 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,

(Khurshid Ahmed Khan Marwat)





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

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
			<ul style="list-style-type: none"> • Strategies for effectively managing your calendar • Ways to successfully manage your to do list • How to prioritize and plan your day using your natural energy cycle • Four basics of important decision making of action items • Key strategies to reduce sabotage and interruptions in your day • Significance of time management in an organization • Characteristics of effective time managing in an organization • Monitoring time management, success & beliefs of dealing with procrastination

1. Limited Seats are available, therefore, only confirmed participants will be entertained having confirmation letter issued by PMI.
2. Participants without wearing mask will not be allowed to register for the training courses.
3. In case of late arrival of confirmed participant there seat will be allocated to next available participant.