

Government of Pakistan



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

DIRECTOR GENERAL

Dated: 04 May, 2021

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF JUNE, 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 June, 2021.

S.No	Name of Event	Duration	Course Coordinators
1.	Effective Team Management at Workplace	07-09 June, 2021	Zari Assistant Director, Ph.051-9252552 Email. assistantdirector@pmi@mail.com
2.	Application of Project Management in MS Project	14-16 June, 2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email. yasser.pmi@mail.com
3.	Problem Solving and Decision Making Skills	15-17 June, 2021	Zari Assistant Director, Ph.051-9252552 Email. assistantdirector@pmi@mail.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:

No	Name & Designation	Name of Course/Seminar	Organizations	Contact No.	Email Address

Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,

Khushid Ahmed Khan Marwat

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

Course Contents

S.No	Training Title	Date	Course Contents
1.	Effective Team Management at Workplace	07-09 June, 2021	<ul style="list-style-type: none"> ◦ Team Building- Interpersonal relation & Adaptability ◦ Motivation & Decision Making ◦ Openness & Communication ◦ How to agree on disagreements ◦ Enhancing Personal Potential & Synergy
2.	Application of Project Management in MS Project		<ul style="list-style-type: none"> ◦ Introduction to Management and Technology ◦ Project Management: What it is all about? ◦ Project Schedule Management ◦ Scheduling using Critical Path Method ◦ Project Resource Management
3.	Problem Solving and Decision Making Skills	15-17 June, 2021	<ul style="list-style-type: none"> ◦ Brainstorming & Reverse Brainstorming ◦ SCAMPERR, Mind Mapping ◦ 7 Habits that Lead to Better Problem Solving & Decision Making ◦ Conflict Management in Problem Solving & Decision Making ◦ Barriers to Problem Solving & Decision Making ◦ Active Listening: The Master Key to Effective Problem Solving & Decision Making ◦ Decision Matrix, Break solution into action steps ◦ Cost/Benefit Analysis



Note

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.

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