GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (3)2022-Admn-I/HR-I   Islamabad, the 20th March, 2023

CIRCULAR

SUBJECT: TRAINING COURSE FOR 4TH QUARTER (APRIL-JUNE) 2022-23

Please find enclosed herewith a copy of self explanatory letter. No. **2(27-A)PPMI/PD/2022-23 dated 01-03-2023** received from Pakistan Planning and Management Institute (PPMI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2.   Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section not later than (10 days) before commencement of training.

Encl: **As above**

(Muhammad Arshid)
Section Officer

Database Administrator,
Ministry of Commerce,
Islamabad

No.2(27-A)PPMI/PD/2022-23   Islamabad, the 1st March, 2023

SUBJECT: **TRAINING COURSES FOR 4TH QUARTER (APRIL – JUNE) 2022-23**

Dear Sir/Madam,   السَّلامُ عَلَيْكُم

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 4th Quarter (April - June) 2022-23.

S.No.	Course Name	Dates
1	Leadership in Public Sector	2-4 May, 2023
2	Project life Cycle Management	22-26 May, 2023
3	Projects on Result Based Management	29-31 May, 2023
4	Gender Mainstreaming	15-16 June, 2023
5	New Project Management Tools SCRUM /AGILE	19-23 June, 2023

2.   It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/ Divisions/Departments/Organizations.

3.   The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate.**

4.   Please also ensure that necessary telephone contact number (Including Mobile Number) and Fax/Email ID of nominee(s)/nominating agency and controlling officer are given in the covering letter enabling PPMI for prompt communication with the concerned. The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. Brief contents of the training courses are overleaf in case of any clarification regarding it Ch. Sajid Ali (Programme Officer), PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269769.

Yours sincerely,

01/03/23

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

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iv.   Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
v.   Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB, & AJK

BRIEF COURSE CONTENTS
4th QUARTER (APRIL – JUNE) 2022-23

Leadership in Public Sector

- Exploration of our Attention, Intention and Actions
- Attention & Communication Skills
- Implications of our Attention, Intention and Actions for Individuals & Organizations
- Mindfulness at Work
- Difference between Have to & Want to Boss Basic Concepts of Leadership The Care & Growth Model
- So what is a job of a Leader?
- Who Should Change First?
- Means Ability & Accountability (MAA) Framework
- Behavioral Implication of Care Creating a Sense of Purpose
- Behavioral Implication of Growth How to Overcome Self-Limiting Beliefs?

Project Life Cycle Management

- Planning Machinery, Processes and Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-V)
- Project Preparation & Design (PC-I to PC-V)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)
- Software in Project Management
- Project Appraisal Stages
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) and Risk Analysis
- RBM framework
- Determining RBM Indicators

Projects on Result Based Management

- Overview of the Procurement Cycle
- Result based indicators
- SMART indicator
- Designing and conducting RBM Monitoring
- LFA Model
- Place of M&E in the Project Management Cycle
- Overview of M&E System
- M&E Frameworks- Logical

Gender Mainstreaming

- Gender and Development Concepts
- The Life Cycle of Gender Norms
- Incorporating Gender to work force
- Gender-Based Violence
- Domain of Gender Analysis Matrix
- Development Gender Action
- Gender Sensitivity
- Gender equality in Pakistan
- Why do we need gender equality?
- Gender equality timeline
- Gender bias and the law
- Gender equality and the justice system in Pakistan
- Tools to mitigate gender bias
- Introduction to Gender Based Violence (GBV)
- Domestic violence against partner (Male/Female)

SCRUM & AGILE Project Management

- Understanding Traditional Versus Agile Project Management
- Understanding of the Agile Manifesto
- Understand Scrum Overview
- Scrum Framework and Theory
- Understanding the Three Pillars
- Understanding the Scrum Roles
- Managing the Release Planning
- Understanding effective Users Stories
- Grooming The Product Backlog
- Working The Sprint Backlog
- Running The Sprint/Iteration
- Sprint/Iteration Review
- Sprint/Iteration Retrospective
- Collecting Artifacts
- Agile Methodologies