

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 9th August, 2023

CIRCULAR

**SUBJECT: PIM's MANAGEMENT TRAINING & DEVELOPING PROGRAM
(JULY – DECEMBER 2023)**

Please find enclosed herewith a copy of self explanatory letter No.PIM-ISB/01/2023, dated 10th June, 2023 received from Pakistan Institute of Management, Islamabad, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers, who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s) to HR-I Section, seven (7 days) before commencement of training. Nominations received after the deadline will not be entertained

Encl: As above

(Aamir Waheed)
Section Officer (HR-I)

✓ **Database Administrator,**
Ministry of Commerce,
Islamabad.



PAKISTAN INSTITUTE OF MANAGEMENT

Ministry of Industries & Production, Government of Pakistan

Plot # 12-K, Sitara Market, G-7 Markaz, Islamabad.

Voice: 051-9252651 & 2 Fax: 051-9252653 - Email: pimisb@pim.com.pk



Ref: PIM-ISB/01/2023

June 10, 2023

Dear Training Partners,

Subject: PIM's Management Training & Development Program (July-December 2023)

At PIM, we are constantly working hard to keep ourselves up-to-date with the latest developments in Executive training and development. Keeping this philosophy in mind, we are excited to share our new PIM Training Calendar for July-December 2023 with you.

We look forward to share our learnings with you and your organization.

Please find attached our PIM Training Calendar for 6th Months. We would appreciate it if you can circulate this information internally in your organization and let us know of any nominations you may have for our programs.

Specimen for nominations:

Participant's Name	Designation	Cell #	Email
xxx	xxx	xxx	xxx

Looking forward to add value in your professional's team.

Best Regards,

Muhammad Riaz Abbasi
Deputy Manager Business Development

Head Office: Management House, Shahrah-e-Iran, Clifton, Karachi-75600

Voice: (+9221) 9925 1711-14 Fax: (+9221) 9925 1715-16 Email: pimkhi@pim.com.pk

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MANAGEMENT TRAINING & DEVELOPMENT PROGRAM



2023
JULY - DEC



PAKISTAN INSTITUTE OF MANAGEMENT
MINISTRY OF INDUSTRIES AND PRODUCTION
GOVERNMENT OF PAKISTAN

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PAKISTAN INSTITUTE OF MANAGEMENT

LEARNING AND DEVELOPMENT CALENDAR

(JULY to DECEMBER 2023)

PIM is the pioneer in learning and development in Pakistan specializing in enhancing the caliber of the talent acquired by organizations. We know the pulse of the growing and complex needs of the market and develop programs to facilitate human capital to enhance excellence in their jobs. PIM now offers courses for the period July to December 2023.

KARACHI							
DATE	COURSE TITLE	FACILITATOR	FEE (Rs)	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
July 17-19	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	33,000	Dec 18-19	HANDLING DIFFICULT PEOPLE	Asmat Batool	25,000
July 17-18	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	25,000	Dec 18-20	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	33,000
July 24-25	EFFECTIVE PURCHASE MANAGEMENT	Dr. Adeel Zeerak	25,000	Dec 20-21	ASSERTIVENESS SKILLS	Asmat Batool	25,000
July 24-26	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	33,000	Dec 26-27	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	M. Syed Ul Haque	27,000
July 31-Aug 1	ENTERPRISE RISK MANAGEMENT	Muhammad Ovais	25,000	LAHORE			
Aug 02-04	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	33,000	Jul 10-11	CREATING ORGANIZATIONAL EXCELLENCE	M. Syed Ul Haque	25,000
Aug 07-09	HUMAN RESOURCE MANAGEMENT	Asmat Batool	33,000	Jul 10-12	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI (HALF DAY)	Shehla Yasmeen	27,000
Aug 10-11	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	25,000	Jul 18-19	PROCEDURES OF CONDUCTING EMPLOYEE ENQUIRIES	Shehla Yasmeen	25,000
Aug 15-16	ACCIDENT INVESTIGATION AND REPORTING	Muhammad Ovais	25,000	Jul 24-25	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	25,000
Aug 15-17	EFFECTIVE COMMUNICATION SKILLS	Aslam Soni	33,000	Jul 24-25	HANDLING DIFFICULT PEOPLE	Asmat Batool	25,000
Aug 17-18	STRATEGIC MANAGEMENT	M. Syed Ul Haque	27,000	Jul 24-25	QUALITY ASSURANCE AND MANAGEMENT	Visiting Faculty	25,000
Aug 21-22	MAINTENANCE MANAGEMENT WITH TPM	Muhammad Ovais	25,000	Jul 31-Aug 1	CONTRACT MANAGEMENT	Dr. Adeel Zeerak	25,000
Aug 21-23	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	33,000	Aug 02-04	PRINCIPLES OF GOOD MANAGEMENT	Aleem Habib	33,000
Aug 28-29	MANAGING WITH POWER AND INFLUENCE	Dr. Adeel Zeerak	25,000	Aug 07-08	EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Shehla Yasmeen	25,000
Sep 07-09	TAXATION LAWS OF PAKISTAN	Visiting Faculty	33,000	Aug 10-11	HABITS OF SUCCESSFUL PROFESSIONALS	Laiq Ur Rahman	25,000
Sep 11-13	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	33,000	Aug 15-16	EFFECTIVE DELEGATING AND COACHING SKILLS	Dr. Adeel Zeerak	25,000
Sep 11-13	PRODUCTION OPERATIONS MANAGEMENT	Dr. Adeel Zeerak	33,000	Aug 16-18	ADVANCED MS OFFICE	Aleem Habib	25,000
Sep 11-12	MS PROJECT	Aleem Habib	25,000	Aug 21-23	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	33,000
Sep 11-15	CERTIFIED LEAN SIX SIGMA GREEN BELT	Visiting Faculty	50,000	Aug 21-23	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	27,000
Sep 18-19	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	25,000	Aug 28-29	CRITICAL THINKING AND ANALYTICAL SKILLS	Muhammad Ovais	25,000
Sep 18-20	ADVANCED MS OFFICE	Aleem Habib	25,000	Aug 30-Sep 1	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	33,000
Sep 25-26	PROJECT MONITORING, EVALUATION AND CONTROL	Laiq Ur Rahman	25,000	Sep 06-08	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	33,000
Sep 25-26	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	Aamir Nouman	27,000	Sep 06-08	ADVANCED MS EXCEL	Aleem Habib	25,000
Sep 25-27	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aslam Soni	33,000	Sep 11-12	EVENT MANAGEMENT SKILLS	Muhammad Ovais	25,000
Oct 02-03	EVENT MANAGEMENT SKILLS	Muhammad Ovais	25,000	Sep 13-14	BEHAVIOUR BASED SAFETY	Muhammad Ovais	25,000
Oct 02-03	SUPPLY CHAIN MANAGEMENT	Aslam Soni	25,000	Sep 18-19	STRATEGIC MANAGEMENT	M. Syed Ul Haque	27,000
Oct 04-05	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	25,000	Sep 20-22	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	33,000
Oct 09-10	SKILLS IN ADMINISTRATION	Aleem Habib	25,000	Sep 25-26	SKILLS IN ADMINISTRATION	Aleem Habib	25,000
Oct 16-17	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	25,000	Sep 25-26	CONFLICT MANAGEMENT	Shehla Yasmeen	25,000
Oct 16-20	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	35,000	Sep 27-28	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	25,000
Oct 18-19	CONFLICT MANAGEMENT	Shehla Yasmeen	25,000	Oct 02-03	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	M. Syed Ul Haque	27,000
Oct 23-25	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	33,000	Oct 02-03	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Visiting Faculty	25,000
Oct 23-25	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	27,000	Oct 05-06	SKILLS IN SUPERVISION	Laiq Ur Rahman	25,000
Oct 26-27	STRESS MANAGEMENT	Asmat Batool	25,000	Oct 09-13	CERTIFIED LEAN SIX SIGMA GREEN BELT	Visiting Faculty	50,000
Oct 30-31	HABITS OF SUCCESSFUL PROFESSIONALS	Laiq Ur Rahman	25,000	Oct 11-13	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	33,000
Oct 30-Nov 1	ADVANCED MS EXCEL	Aleem Habib	25,000	Oct 16-17	MANAGING WITH POWER AND INFLUENCE	Dr. Adeel Zeerak	25,000
Nov 06-07	CRITICAL THINKING AND ANALYTICAL SKILLS	Muhammad Ovais	25,000	Oct 16-17	INVENTORY MANAGEMENT AND WAREHOUSING	Aslam Soni	25,000
Nov 06-08	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	33,000	Oct 18-19	EFFECTIVE PURCHASE MANAGEMENT	Dr. Adeel Zeerak	25,000
Nov 13-14	MANAGING MULTIPLE PROJECT	Laiq Ur Rahman	25,000	Oct 18-19	FINANCIAL MANAGEMENT	Aslam Soni	25,000
Nov 13-14	CONTRACT MANAGEMENT	Dr. Adeel Zeerak	25,000	Oct 23-24	E-LEADERSHIP	Muhammad Ovais	25,000
Nov 13-15	DEVELOPMENT COURSE FOR SUPERVISORS	Aleem Habib	27,000	Oct 25-26	DESIGN THINKING FOR INNOVATION	Muhammad Ovais	25,000
Nov 20-21	CREATING ORGANIZATIONAL EXCELLENCE	M. Syed Ul Haque	25,000	Oct 25-27	DEVELOPMENT COURSE FOR SUPERVISORS	Aleem Habib	27,000
Nov 20-21	UNDERSTANDING PPRA RULES	Dr. Adeel Zeerak	25,000	Oct 26-27	PROJECT MONITORING, EVALUATION AND CONTROL	Laiq Ur Rahman	25,000
Nov 20-22	PRINCIPLES OF GOOD MANAGEMENT	Aleem Habib	33,000	Oct 30-Nov 1	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aslam Soni	33,000
Dec 04-05	WORKSHOP ON STRATEGIC PLANNING	M. Syed Ul Haque	25,000	Nov 06-07	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	25,000
Dec 04-05	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	25,000				
Dec 04-05	NEGOTIATION SKILLS	Aslam Soni	25,000				
Dec 11-12	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	25,000				
Dec 18-19	INVENTORY MANAGEMENT AND WAREHOUSING	Aslam Soni	25,000				

PAKISTAN INSTITUTE OF MANAGEMENT

LEARNING AND DEVELOPMENT CALENDAR

(JULY to DECEMBER 2023)

LAHORE				ISLAMABAD			
DATE	COURSE TITLE	FACILITATOR	FEE (Rs)	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
Nov 06-07	ASSERTIVENESS SKILLS	Asmat Batool	25,000	Aug 28-30	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	33,000
Nov 06-07	LEADER AS A COACH	Haseeb T. Hassan	25,000				
Nov 13-15	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	33,000	Aug 31-Sep 1	HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Shehla Yasmeen	25,000
Nov 13-14	HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Shehla Yasmeen	25,000	Aug 31-Sep 1	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	Visiting Faculty	25,000
Nov 13-14	MANAGERIAL PSYCHOLOGY	Muhammad Ovais	25,000	Sep 04-05	NEGOTIATION SKILLS	Aslam Soni	25,000
Nov 15-16	MAINTENANCE MANAGEMENT WITH TPM	Muhammad Ovais	25,000	Sep 06-07	SUPPLY CHAIN MANAGEMENT	Aslam Soni	25,000
Nov 20-21	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	25,000	Sep 11-12	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	25,000
Nov 20-21	NEGOTIATION SKILLS	Aslam Soni	25,000				
Nov 22-23	STRESS MANAGEMENT	Asmat Batool	25,000	Sep 11-13	HUMAN RESOURCE MANAGEMENT	Asmat Batool	33,000
Nov 22-23	SUPPLY CHAIN MANAGEMENT	Aslam Soni	25,000	Sep 13-15	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	33,000
Nov 27-29	PRODUCTION OPERATIONS MANAGEMENT	Dr. Adeel Zeerak	33,000				
Nov 29-Dec 1	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	33,000	Sep 14-15	MANAGING MULTIPLE PROJECTS	Laiq Ur Rahman	25,000
Dec 04-05	TRAIN YOUR MIND: THINK POSITIVELY	Visiting Faculty	25,000	Sep 18-19	FINANCIAL MANAGEMENT	Aslam Soni	25,000
Dec 04-06	HUMAN RESOURCE MANAGEMENT	Asmat Batool	33,000	Sep 18-20	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	27,000
Dec 04-05	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	Shehla Yasmeen	25,000				
Dec 07-08	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	25,000	Sep 20-21	UNDERSTANDING PPRA RULES	Dr. Adeel Zeerak	25,000
				Sep 25-26	STRESS MANAGEMENT	Asmat Batool	25,000
Dec 11-12	PERFORMANCE BASED MANAGEMENT	Shehla Yasmeen	25,000	Sep 27-29	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	33,000
				Sep 28-29	CRITICAL THINKING AND ANALYTICAL SKILLS	Muhammad Ovais	25,000
Dec 11-15	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	35,000	Oct 02-03	CONTRACT MANAGEMENT	Dr. Adeel Zeerak	25,000
Dec 13-15	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	33,000	Oct 02-03	HANDLING DIFFICULT PEOPLE	Asmat Batool	25,000
Dec 14-15	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	25,000	Oct 05-06	WORKPLACE ETHICS (NEW)	Shehla Yasmeen	25,000
Dec 18-19	UNDERSTANDING PPRA RULES	Dr. Adeel Zeerak	25,000	Oct 09-11	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001	Visiting Faculty	33,000
Dec 18-19	MIND OPENERS FOR MANAGERS	Visiting Faculty	25,000				
Dec 21-22	MANAGING MULTIPLE PROJECTS	Laiq Ur Rahman	25,000	Oct 09-10	ESSENTIALS OF EMERGING LEADERS	Visiting Faculty	25,000
Dec 26-28	EFFECTIVE COMMUNICATION SKILLS	Aslam Soni	33,000	Oct 11-13	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	33,000
Dec 28-29	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	25,000	Oct 12-13	POSITIVE WORK ATTITUDES	Muhammad Ovais	25,000
ISLAMABAD				Oct 16-17	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	25,000
Jul 10-11	ENTERPRISE RISK MANAGEMENT	Muhammad Ovais	25,000	Oct 16-17	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	Visiting Faculty	25,000
Jul 10-12	ADVANCED MS EXCEL	Aleem Habib	25,000	Oct 18-20	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	33,000
Jul 13-14	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	25,000				
Jul 13-14	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Visiting Faculty	25,000	Oct 18-20	PRINCIPLES OF GOOD MANAGEMENT	Aleem Habib	33,000
				Oct 23-24	TECHNIQUES FOR CAPITAL, BUDGETING AND FORECASTING	Visiting Faculty	25,000
Jul 20-21	SKILLS IN SUPERVISION	Laiq Ur Rahman	25,000	Oct 30-31	EFFECTIVE DELEGATING AND COACHING SKILLS	Dr. Adeel Zeerak	25,000
Jul 24-25	AGILE PROJECT MANAGEMENT WITH SCRUM	Aleem Habib	25,000	Oct 30-31	PERFORMANCE BASED MANAGEMENT	Shehla Yasmeen	25,000
Jul 31-Aug 1	STRATEGIC MANAGEMENT	M. Syed Ul Haque	27,000	Oct 30-31	MIND OPENERS FOR MANAGERS	Visiting Faculty	25,000
Jul 31-Aug 1	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	Shehla Yasmeen	25,000	Nov 02-03	EVENT MANAGEMENT SKILLS	Muhammad Ovais	25,000
				Nov 06-08	EFFECTIVE COMMUNICATION SKILLS	Aslam Soni	33,000
Aug 03-05	BASICS OF BUSINESS ENGLISH	Muhammad Ovais	33,000	Nov 08-10	ADVANCED MS OFFICE	Aleem Habib	25,000
Aug 07-08	CREATING ORGANIZATIONAL EXCELLENCE	M. Syed Ul Haque	25,000	Nov 13-15	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	33,000
Aug 07-11	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	35,000	Nov 16-17	THE ART OF MARKETING	Khalid Hussain	25,000
Aug 09-11	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	33,000	Nov 20-21	QUALITY ASSURANCE AND MANAGEMENT	Visiting Faculty	25,000
Aug 15-16	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	25,000	Nov 20-22	TAXATION LAWS OF PAKISTAN	Visiting Faculty	33,000
				Nov 23-24	HABITS OF SUCCESSFUL PROFESSIONALS	Laiq Ur Rahman	25,000
Aug 15-16	HR ANALYTICS	Shehla Yasmeen	25,000	Nov 27-28	CONFLICT MANAGEMENT	Shehla Yasmeen	25,000
Aug 17-18	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	25,000	Nov 31-Dec 1	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aslam Soni	33,000
Aug 17-18	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Visiting Faculty	25,000	Dec 07-08	PROJECT MONITORING, EVALUATION AND CONTROL	Laiq Ur Rahman	25,000
Aug 21-22	TRAIN YOUR MIND: THINK POSITIVELY	Visiting Faculty	25,000	Dec 11-12	OFFICE RECORD MANAGEMENT	Visiting Faculty	25,000
Aug 22-23	SKILLS IN ADMINISTRATION	Aleem Habib	25,000	Dec 11-15	CERTIFIED LEAN SIX SIGMA GREEN BELT	Visiting Faculty	50,000
Aug 24-25	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	25,000	Dec 20-22	DEVELOPMENT COURSE FOR SUPERVISORS	Aleem Habib	27,000
				Dec 26-27	E-LEADERSHIP	Muhammad Ovais	25,000
Aug 24-25	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	25,000	Dec 26-27	PROCEDURES OF CONDUCTING EMPLOYEE ENQUIRIES	Shehla Yasmeen	25,000
Aug 28-29	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	25,000				

- Course timings: 9:00 am to 4:00 pm (Full Day) 9:00 am to 1:00 pm (Half Day).
- Courses can also be arranged in-house to meet our clients' specialized needs. These courses can be conducted at PIM or any other location.
- PIM reserves the right to make any changes required as per circumstances.
- PIM offers complimentary participation and fee discounts in courses to various categories of PIM memberships.
- Fee is exclusive of all applicable taxes.

PAKISTAN INSTITUTE OF MANAGEMENT

CATEGORY Wise COURSES

(JULY to DECEMBER 2023)

COMMUNICATION				GENERAL MANAGEMENT			
	DATE	CITY	FEE (Rs)		DATE	CITY	FEE (Rs)
BASICS OF BUSINESS ENGLISH	Aug 03-05	Islamabad	33,000	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Aug 07-11	Islamabad	35,000
EFFECTIVE COMMUNICATION SKILLS	Aug 15-17	Karachi	33,000		Oct 16-20	Karachi	
	Nov 06-08	Islamabad			Dec 11-15	Lahore	
EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Dec 26-28	Lahore		MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	Oct 16-17	Islamabad	25,000
	Aug 21-23	Lahore	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	Aug 31-Sep 1	Islamabad	25,000	
	Sep 18-20	Islamabad		Aug 28-29	Karachi	25,000	
EFFECTIVE PRESENTATION SKILLS	Oct 23-25	Karachi	MANAGING WITH POWER AND INFLUENCE	Oct 16-17	Lahore		
	Aug 10-11	Karachi	PROBLEM SOLVING AND DECISION MAKING SKILLS	Aug 21-23	Karachi	33,000	
	Aug 28-29	Islamabad		Sep 13-15	Islamabad		
Nov 20-21	Lahore	Dec 13-15		Lahore			
FINANCE AND AUDITING				OFFICE RECORD MANAGEMENT	Dec 11-12	Islamabad	25,000
COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Jul 13-14	Islamabad	25,000	PRINCIPLES OF GOOD MANAGEMENT	Aug 02-04	Lahore	33,000
		Karachi			Oct 18-20	Islamabad	
FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Jul 24-26	Karachi	33,000		PERFORMANCE BASED MANAGEMENT	Oct 30-31	
	Aug 28-30	Islamabad		Dec 11-12	Lahore		
	Nov 13-15	Lahore		Aug 22-23	Islamabad	25,000	
FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	Aug 21-23	Lahore	33,000	SKILLS IN ADMINISTRATION	Sep 25-26		Lahore
	Sep 11-13	Karachi		Oct 09-10	Karachi		
FINANCIAL MANAGEMENT	Sep 18-19	Islamabad	25,000	SKILLS IN GOAL SETTING AND WORK PLANNING	Jul 17-19	Karachi	33,000
	Oct 18-19	Lahore			Aug 30-Sep 1	Lahore	
FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	Sep 25-26	Karachi	27,000		SKILLS IN SUPERVISION	Jul 20-21	
		Oct 05-06		Lahore			
INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Jul 13-14	Islamabad	25,000	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Sep 25-27	Karachi	33,000
TECHNIQUES FOR CAPITAL, BUDGETING AND FORECASTING	Oct 23-24	Islamabad	25,000		Oct 30-Nov 1	Lahore	
		Nov 29-Dec 1			Islamabad		
GENERAL MANAGEMENT				HUMAN RESOURCE MANAGEMENT			
DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Aug 09-11	Islamabad	33,000	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Sep 11-12	Islamabad	25,000
	Oct 11-13	Lahore			Oct 16-17	Karachi	
	Nov 06-08	Karachi			Nov 06-07	Lahore	
DESIGN THINKING FOR INNOVATION	Oct 25-26	Lahore	25,000	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	Jul 31-Aug 1	Islamabad	25,000
DEVELOPING MANAGERIAL COMPETENCIES	Aug 15-16	Islamabad	25,000	EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Aug 07-08	Lahore	
	Oct 04-05	Karachi		HR ANALYTICS	Aug 15-16	Islamabad	
	Dec 28-29	Lahore		Aug 07-09	Karachi	33,000	
DEVELOPMENT COURSE FOR SUPERVISORS	Oct 25-27	Lahore	27,000	HUMAN RESOURCE MANAGEMENT	Sep 11-13		Islamabad
	Nov 13-15	Karachi		Dec 04-06	Lahore		
	Dec 20-22	Islamabad		MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI (HALF DAY)	Jul 10-12	Lahore	27,000
E-LEADERSHIP	Oct 23-24	Lahore	25,000	PROCEDURES OF CONDUCTING EMPLOYEE ENQUIRIES	Jul 18-19	Lahore	25,000
EFFECTIVE DELEGATING & COACHING SKILLS	Aug 15-16	Lahore	25,000		Dec 26-27	Islamabad	
	Oct 30-31	Islamabad		TRAINING TECHNIQUES FOR TRAINERS	Sep 27-29	Islamabad	33,000
EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Oct 02-03	Lahore	25,000		Nov 29-Dec 1	Lahore	
	Aug 17-18	Islamabad			Dec 18-19	Karachi	
ESSENTIALS OF EMERGING LEADERS	Oct 09-10	Islamabad	25,000	INFORMATION TECHNOLOGY			
EVENT MANAGEMENT SKILLS	Sep 11-12	Lahore	25,000	ADVANCED MS EXCEL	Jul 10-12	Islamabad	25,000
	Oct 02-03	Karachi			Sep 06-08	Lahore	
	Nov 02-03	Islamabad			Oct 30-Nov 1	Karachi	
HABITS OF SUCCESSFUL PROFESSIONALS	Aug 10-11	Lahore	25,000	ADVANCED MS OFFICE	Aug 16-18	Lahore	25,000
	Oct 30-31	Karachi			Sep 18-20	Karachi	
HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Nov 23-24	Islamabad	25,000		ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Jul 17-18	
	Jul 24-25	Lahore		Aug 24-25	Islamabad		
HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Aug 17-18	Islamabad	25,000	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Nov 08-10	Islamabad	25,000
	Dec 04-05	Karachi			Sep 27-28	Lahore	
MIND OPENERS FOR MANAGERS	Aug 31-Sep 1	Islamabad	25,000		Oct 16-17	Islamabad	
	Nov 13-14	Lahore		Dec 11-12	Karachi		
MIND OPENERS FOR MANAGERS	Oct 30-31	Islamabad	25,000				
	Dec 18-19	Lahore					

PAKISTAN INSTITUTE OF MANAGEMENT

CATEGORY Wise COURSES

(JULY to DECEMBER 2023)

COMMUNICATION				GENERAL MANAGEMENT			
	DATE	CITY	FEE (Rs)		DATE	CITY	FEE (Rs)
BASICS OF BUSINESS ENGLISH	Aug 03-05	Islamabad	33,000	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Aug 07-11	Islamabad	35,000
EFFECTIVE COMMUNICATION SKILLS	Aug 15-17	Karachi	33,000		Oct 16-20	Karachi	
	Nov 06-08	Islamabad			Dec 11-15	Lahore	
EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Dec 26-28	Lahore		27,000	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	Oct 16-17	Islamabad
	Aug 21-23	Lahore	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS		Aug 31-Sep 1	Islamabad	25,000
	Sep 18-20	Islamabad	MANAGING WITH POWER AND INFLUENCE		Aug 28-29	Karachi	25,000
Oct 23-25	Karachi	25,000	PROBLEM SOLVING AND DECISION MAKING SKILLS	Oct 16-17	Lahore		
EFFECTIVE PRESENTATION SKILLS	Aug 10-11		Karachi	Aug 21-23	Karachi	33,000	
	Aug 28-29		Islamabad	Sep 13-15	Islamabad		
	Nov 20-21	Lahore	Dec 13-15	Lahore			
FINANCE AND AUDITING				OFFICE RECORD MANAGEMENT	Dec 11-12	Islamabad	25,000
COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Jul 13-14	Islamabad	25,000	PRINCIPLES OF GOOD MANAGEMENT	Aug 02-04	Lahore	33,000
					Oct 18-20	Islamabad	
FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Jul 24-26	Karachi	33,000	PERFORMANCE BASED MANAGEMENT	Nov 20-22	Karachi	25,000
	Aug 28-30	Islamabad			Oct 30-31	Islamabad	
	Nov 13-15	Lahore			Dec 11-12	Lahore	
FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	Aug 21-23	Lahore	33,000	SKILLS IN ADMINISTRATION	Aug 22-23	Islamabad	25,000
	Sep 11-13	Karachi			Sep 25-26	Lahore	
FINANCIAL MANAGEMENT	Sep 18-19	Islamabad	25,000	SKILLS IN GOAL SETTING AND WORK PLANNING	Oct 09-10	Karachi	33,000
	Oct 18-19	Lahore			Jul 17-19	Karachi	
FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	Sep 25-26	Karachi	27,000	SKILLS IN SUPERVISION	Aug 30-Sep 1	Lahore	25,000
					Oct 18-20	Islamabad	
INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Jul 13-14	Islamabad	25,000	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Jul 20-21	Islamabad	33,000
TECHNIQUES FOR CAPITAL, BUDGETING AND FORECASTING	Oct 23-24	Islamabad	25,000		Oct 05-06	Lahore	
GENERAL MANAGEMENT				HUMAN RESOURCE MANAGEMENT			
DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Aug 09-11	Islamabad	33,000	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Sep 11-12	Islamabad	25,000
	Oct 11-13	Lahore			Oct 16-17	Karachi	
	Nov 06-08	Karachi			Nov 06-07	Lahore	
DESIGN THINKING FOR INNOVATION	Oct 25-26	Lahore	25,000	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	Jul 31-Aug 1	Islamabad	25,000
DEVELOPING MANAGERIAL COMPETENCIES	Aug 15-16	Islamabad	25,000		EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Dec 04-05	
	Oct 04-05	Karachi		HR ANALYTICS	Aug 07-08	Lahore	25,000
DEVELOPMENT COURSE FOR SUPERVISORS	Dec 28-29	Lahore	27,000	HUMAN RESOURCE MANAGEMENT	Aug 15-16	Islamabad	33,000
	Oct 25-27	Lahore			Aug 07-09	Karachi	
	Nov 13-15	Karachi			Sep 11-13	Islamabad	
E-LEADERSHIP	Dec 20-22	Islamabad	25,000	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI (HALF DAY)	Dec 04-06	Lahore	27,000
	Oct 23-24	Lahore			Jul 10-12	Lahore	
EFFECTIVE DELEGATING & COACHING SKILLS	Dec 26-27	Islamabad	25,000	PROCEDURES OF CONDUCTING EMPLOYEE ENQUIRIES	Jul 18-19	Lahore	25,000
	Aug 15-16	Lahore			Dec 26-27	Islamabad	
EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Oct 30-31	Islamabad	25,000	TRAINING TECHNIQUES FOR TRAINERS	Sep 27-29	Islamabad	33,000
	Oct 02-03	Lahore			Nov 29-Dec 1	Lahore	
ESSENTIALS OF EMERGING LEADERS	Aug 17-18	Islamabad	25,000		Dec 18-19	Karachi	
EVENT MANAGEMENT SKILLS	Oct 09-10	Islamabad	25,000	INFORMATION TECHNOLOGY			
	Sep 11-12	Lahore		ADVANCED MS EXCEL	Jul 10-12	Islamabad	25,000
	Oct 02-03	Karachi			Sep 06-08	Lahore	
Nov 02-03	Islamabad	Oct 30-Nov 1	Karachi				
HABITS OF SUCCESSFUL PROFESSIONALS	Aug 10-11	Lahore	25,000	ADVANCED MS OFFICE	Aug 16-18	Lahore	25,000
	Oct 30-31	Karachi			Sep 18-20	Karachi	
HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Nov 23-24	Islamabad	25,000	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Nov 08-10	Islamabad	25,000
	Jul 24-25	Lahore			Jul 17-18	Karachi	
HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Aug 17-18	Islamabad	25,000	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aug 24-25	Islamabad	25,000
	Dec 04-05	Karachi			Dec 07-08	Lahore	
MIND OPENERS FOR MANAGERS	Aug 31-Sep 1	Islamabad	25,000		Sep 27-28	Lahore	25,000
	Nov 13-14	Lahore			Oct 16-17	Islamabad	
	Oct 30-31	Islamabad	25,000		Dec 11-12	Karachi	25,000
	Dec 18-19	Lahore					

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PIM E-Learning platform identifies and assesses organizational learning or training goals, delivers instructional content, tracks the progress, evaluation of meeting those goals, and consolidates data for supervising the learning process of the organization as a whole.

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Please contact: pimmarketing@pim.com.pk

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