

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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No. 5(2)/2020-Admn-I/MoC

Islamabad, the 25st September, 2020


C I R C U L A R

Subject: - TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF OCTOBER 2020

A self-explanatory letter No : WP-I(16)2020-21 T&R dated 18th September, 2020 received from Pakistan Manpower Institute, Ministry of Federal Education & professional Training, containing guidelines for the subject training/courses is enclosed for uploading on the website of Ministry of Commerce for information.

2. Interested officers who fulfill the eligibility criteria may forward their nomination to Admn-I/MoC Section by **30-09-2020** duly approved by their head of the Wing before closing hours for onward submission to the Pakistan Manpower Institute, Ministry of Federal Education & professional Training, Islamabad

Encl: As above


(Muhammad Imtiaz)
Deputy Director (MoC)

Manager (IT), Ministry of Commerce with the request to kindly upload the same on the website of this Ministry.



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

DIRECTOR GENERAL

Dated: 18th September, 2020SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF OCTOBER, 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 October, 2020.

| S.No | Name of Event | Duration | Course Coordinators |
|------|---|--------------------|--|
| 1. | Professionalism & Ethics at Workplace | 05-07 October,2020 | Asif Safdar Assistant Director, Ph. 051-9252551 Email.rana4mef@gmail.com |
| 2. | Effective Decision Making Skills | 12-14 October,2020 | Zari Assistant Director, Ph.051-9252552 Email.assistantdirectorpmi@gmail.com |
| 3. | Problem Solving and Decision Making Skills | 19-21 October,2020 | Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com |
| 4. | Application of Project Management in MS Project | 26-28 October,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,

—S—
(Director General)