

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.5 (2)2021-HR-I

Islamabad, the April 20, 2021


CIRCULAR

SUBJECT: - TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MAY

Please find enclosed herewith a copy of self explanatory letter No. WP-I(16) 2020-21 T&R dated 1st April, 2021 received from Pakistan Man power Institute (PMI) on the above mention subject for placing on the website of the Ministry of Commerce for information.

2. The interested officers of the Ministry who fulfill the eligibility criteria may forward their nomination, duly approved by their respective head of wing to HR-I section by **05-05-2021 positively**.

Encl: **As above**


(Muhammad Imtiaz)
Deputy Director (HR-I)

Database Administration
Ministry of Commerce
Islamabad



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

DIRECTOR GENERAL

Dated: 1st April, 2021

Joint Secretary (HRM) Office
 Diary No: 830-
 14-04-21
 Date:

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MAY, 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 May, 2021.

| S.No | Name of Event | Duration | Course Coordinators |
|------|---|------------------------|---|
| 1. | Auditing System in Pakistan | 24-26 May, 2021 | Yasser Qureshi Assistant Director, Ph.051-9252553 Email. yasser.pmi@gmail.com |
| 2. | Building Self Confidence & Assertiveness Skills | 31 May – 2nd June 2021 | Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@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 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. | | | | | |

Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,

(Khurshid Ahmed Khan Marwat)

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

SECTION ART
 Diary No: 618
 19-4-21
 Date:

SPL. SECY. OFFICE
 Diary No: 2262
 14/4/21
 Date:

14/4/21 sp.s.de
 JSC (HRM)
 15/4/21
 26/04
 M.A.S
 20/4
 DIR (HR-I)

Course Contents

| S.No | Training Title | Date | Course Contents |
|------|---|------------------------|---|
| 1 | Auditing System in Pakistan | 24-26 May, 2021 | <ul style="list-style-type: none"> • Accounting Records and Auditing I & II • Audit Legislative Framework • Audit of Accounts, Audit Types and Audit Reports • Audit Guidelines • How to avoid audit objections • The Role of The Supreme Audit Institution (SAI) |
| 2 | Building Self Confidence & Assertiveness Skills | 31 May – 2nd June 2021 | <ul style="list-style-type: none"> • Introduction to Self-Confidence & Assertive Skills • Types of Behavior: passive, aggressive, & assertive • Assertiveness Skills to Improve Confidence • Building Self-Confidence & Assertive Skills: to achieve "win-win" Outcomes. • How to Say "No" Assertively: Are you saying "YES" when you should be saying "NO"? • Assertive Communication: communicating with confidence & assertiveness • Managing Conflicts Confidently • Understanding Stress and Assertiveness • Managing Barriers to Assertiveness and Self Confidence |

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.