

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.5 (2)2021-HR-I

Islamabad, the 16th June, 2021


CIRCULAR

SUBJECT: - SCHEDULE TRAINING PROGRAMS FOR THE MONTH OF JULY

Please find enclosed herewith a copy of self explanatory letter No. WP-I (16) 2021-22 T&R dated 2nd June, 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 28-06-2021 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: 02 June, 2021

SUBJECT: **SCHEDULE OF TRAINING PROGRAMS FOR THE MONTH OF JULY, 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 July, 2021.

S.No	Name of Event	Duration	Course Coordinators
1.	Conflict Resolution & Management Techniques	05-07 July, 2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email yasser.pmi@gmail.com
2.	Understanding PPRA Rules	12-14 July, 2021	Zari Assistant Director, Ph.051-9252552 Email assistantdirectorpmi@gmail.com

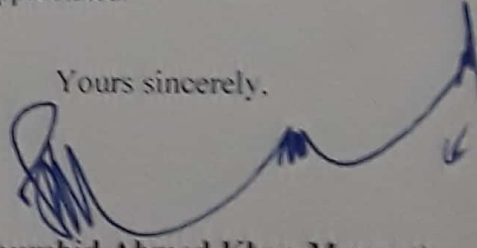
3. You are requested to kindly send only 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. **Nominees are required to bring their 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 to 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.					

4. Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,


 (Khurshid Ahmed Khan Marwat)

Detail of the course contents can be seen overleaf

Course Contents

S.No	Training Title	Date	Course Contents
1	Conflict Resolution & Management Techniques	05-07 July, 2021	<ul style="list-style-type: none">• Understanding conflict in an organization• Main causes of conflict in organization• Stages of Conflict• Conflict Management strategies & Styles• Limiting Negative Aspects of Conflict• Tips for resolving Workplace conflict• Activities/Case studies
2	Understanding PPRA Rules	12-14 July,2021	<ul style="list-style-type: none">• Introduction to Legal Framework of Public Procurement in Pakistan (Past & Present)• System of Financial Control and Budgeting• Introduction to PPRA Ordinance 2002• Public Procurement Rules 2004• Public Procurement Regulations• Evaluation Criteria ,Procurement Case Studies

Note

1. Limited Seats are available, therefor, 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.