

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

\*\*\*\*\*

No. 5 (2)2021-Admn-I/HR-I

Islamabad, the 1<sup>st</sup> March, 2022


**CIRCULAR**

**SUBJECT: CALL FOR NOMINATION FOR TRAINING PROGRAM ON  
“RUNNING EFFECTIVE MEETINGS” WITH PIDE-EDC**

Please find enclosed herewith a copy of self explanatory letter No. HRD.133 (1) dated 24<sup>th</sup> February, 2022 along with its enclosure received from Pakistan Institute of Development Economics, 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 three (03) weeks (21 days) before commencement of training.

Encl: **As above**

  
(Muhammad Suleman Mahsud)  
Deputy Director (HR-I)

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



# Pakistan Institute of Development Economics

PO Box 1091, Islamabad, Pakistan

Fax : 92-51-9248065  
E-mail : hrd@pide.org.pk  
: registrar@pide.org.pk  
Web : http://www.pide.org.pk

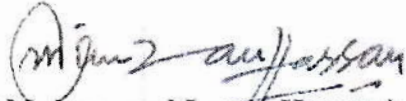
No HRD.133(1)  
February 24, 2022

**Subject: CALL FOR NOMINATIONS FOR TRAINING PROGRAM  
ON "RUNNING EFFECTIVE MEETINGS" WITH PIDE-EDC**

Dear Sir/Madam,

The Pakistan Institute of Development Economics (PIDE), Islamabad is a research and teaching Institute under the administrative control of the Ministry of Planning, Development & Special Initiatives, Government of Pakistan, Islamabad. It has been given Degree Awarding Status vide Act of Parliament bearing No.VIII of 2010 dated April 17, 2010

2. PIDE is pleased to call nominations for the program titled "Running Effective Meetings" scheduled on **21<sup>st</sup> March 2022 & 19<sup>th</sup> May, 2022** at PIDE Campus, Quaid-i-Azam University, Islamabad.
3. This program is highly suitable for mid and senior level officers serving in public sector organizations. PIDE is offering an exclusive discounted fee of PKR 9500/Participant inclusive of training materials, refreshments and certificate. Please ensure that nominations along with registration details shall reach before 16<sup>th</sup> March and 16<sup>th</sup> May, 2022. We look forward to receive in time nomination from your esteemed organization on the form attached.
4. The training calendar for year 2022 is also attached for future nominations.
5. For any further details about the program and registration, please email us at [edc@pide.org.pk](mailto:edc@pide.org.pk), or contact Mr. Khurram Ellahi at 0323-5254929
6. With best regards.

  
(Muhammad Imran Hassan)  
In-charge (HR) 24/02/2022  
Tel: 051-9248091

**Encl: As above**

**Distribution:**

1. All Ministries/Divisions/Departments/Organizations.
2. Dr. Hassan Rasool, Assistant Professor / Chairperson, EDC Team, PIDE, Islamabad.
3. Mr. Khurram Ellahi, Lecturer / Member EDC Team, PIDE, Islamabad.

**Copy:**

1. Pro Vice Chancellor, PIDE, Islamabad.
2. Staff Officer to Vice Chancellor, PIDE, Islamabad.
3. PS to Acting Registrar, PIDE, Islamabad.

## Running Effective Meetings

In Public sector, a lot of time is being spent on meetings. The productivity and effectiveness of most of these meeting remain tentative. Thus, the need for administering effective meetings is highlighted time and again. The art of participating in meetings either as chair or as a participant require structured training. Such capacity building facilitate in better engagement in meetings with greater sensitivity of time and concern for performance improvement.

To attend the dilemma of ineffective and time consuming meetings that drain the participants with lesser impact on performance, Pakistan Institute of Development Economics - Executive Development Centre (PIDE – EDC) has designed a customized training program for public sector.

In this program participants will learn best practices and different techniques to ensure that meetings are productive and effective.

### Program Design:

Experiential learning with group exercises, role playing and mock meetings to learn the techniques needed to hold successful meetings.

### Description of Training Program:

This training session will help participants identify the purpose of workplace meetings, understand essential requirements for making them more effective, prepare successfully for meetings, participate actively and constructively, and lead meetings to achieve the best results.

### Objectives of the Training Program:

- Learn how plan a successful meeting
- Craft an agenda for a productive meeting
- Identify sabotages in people's communication that consumes time and hinders requisite decision making.
- Learn tactics to build case and exert requisite influence
- Set up a meeting structure that improves communication and results
- Create guidelines for your meetings to boost engagement
- Choose the best decision making method for different situations
- Get tips on how set up a good meeting environment, for both physical and virtual meetings

### Who should attend?

- Govt. officials who are engaged in regular meetings



**Fee:**

PKR 9500/- per participant. This is inclusive of training materials, refreshments and certificate.

**Date & Venue:**

21<sup>st</sup> March, 2022 (9:30 am- 4:30 pm)

PIDE-EDC, Pakistan Institute of Development Economics

Quaid-i-Azam University Campus

Islamabad.

**Resource Persons:**

Dr. Hassan Rasool & Khurram Ellahi

**How to Register for the Program**

You can apply by sending email on [edc@pide.org.pk](mailto:edc@pide.org.pk) OR you can send your nomination in writing at Executive Development Centre - Pakistan Institute of Development Economics Quaid-i-Azam University Campus Islamabad. Proforma is attached herewith

**Payment Details:**

Participants may share cheque of Rs. 9500/- in favour of PIDE –EDC or deposit online in PIDE – EDC account:

**Account Title:** PIDE EDC

**Account Number:** 0294-79020950-03

**IBAN:** PK96 HABB 0002 9479 0209 5003

**Bank:** HBL

**Branch:** Quaid e Azam University Branch (0294)

## Training Registration Form

Candidate Name	
Designation	
Contact Details (email & Cell no.)	
Organization Name	
Program	Running Effective Meetings

### Candidate Qualifications

Education (Terminal Qualification)	
Experience in Years	
Previous Training Experience	

### Nominating Authority

Name	
Designation	
Signature	

### Fee Details

Participants may share cheque of Rs. 10,000/- in favour of PIDE –EDC or deposit online in PIDE – EDC account:

**Account Title:** PIDE EDC, **Account Number:** 0294-79020950-03

IBAN: PK96 HABB 0002 9479 0209 5003

**Bank:** HBL, **Branch:** Quaid e Azam University Branch (0294)

### Endorsement by the Candidate

I shall remain available and participate in the training program to the best of my abilities.

Signature of the Applicant	
----------------------------	--

Please scan and email this form at [edc@pide.org.pk](mailto:edc@pide.org.pk), for any queries please contact us at 03235254929

**PIDE-Executive Development Center Training Calendar (Mar-Dec ,2022 )**

Program Title	Date	Location	Mode	Program Fee
Art of Public Speaking	15-Mar	Islamabad	On-Campus	2000
Running Effective Meeting	21-Mar	Islamabad	On-campus	9500
Data Analytics	29-Mar	Islamabad	On-Campus	9500
Executive Online Coaching: Sabotage	30-Mar	Online	ZOOM Meeting	1000
<b>Apr-22</b>				
Art of Public Speaking	6-Apr	Islamabad	Webinar	2000
Freelancing	13-Apr	Islamabad	Webinar	free
Executive Online Coaching: Nudge	21-Apr	Online	ZOOM Meeting	1000
<b>May-22</b>				
Running Effective Meeting	19-May	Islamabad	On-Campus	9500
Executive Online Coaching: Social Intelligence	25-May	Online	ZOOM Meeting	1000
Public Finance Management	26-May	Islamabad	On-Campus	9500
<b>Jun-22</b>				
Managing Work, Time and Stress	1-2 Jun	Islamabad	On-Campus	18000
Cost Benefit Analysis	14-Jun	Islamabad	On-Campus	9500
Level 5 Leadership Skills	15-Jun	Islamabad	On-Campus	9500
<b>Jul-22</b>				
Data Analytics	6-Jul	Islamabad	On-Campus	9500
Level 5 Leadership Skills	20-Jul	Islamabad	On-Campus	9500
<b>Aug-22</b>				
Change Management & Organizational Culture	9-Aug	Islamabad	On-Campus	9500
Executive Online Coaching: Rewirement	24-Aug	Islamabad	On-Campus	9500
<b>Sep-22</b>				
PC-I & PC-II Preparation	7-8 Sep	Islamabad	On-Campus	18000
Project Appraisal in Public Sector	22-Sep	Islamabad	On-Campus	9500
<b>Oct-22</b>				
Team Building & Conflict Management	5-Oct	Islamabad	On-Campus	9500
MS Excel	18-Oct	Islamabad	On-Campus	9500
<b>Nov-22</b>				
Results Based Management	10-Nov	Islamabad	On-Campus	9500
Finance for Non-Finance Managers	10-11 Nov	Islamabad	On-Campus	18000
Monitoring & Evaluation	23-24 Nov	Islamabad	On-Campus	18000
<b>Dec-22</b>				
Public Finance Management	15-Dec	Islamabad	On-Campus	9500
Communication Skills	22-Dec	Islamabad	On-Campus	9500

For Registration to any of the programs, please write an email at [ede@pide.org.pk](mailto:ede@pide.org.pk), or call us at  
9248142, 03235254929