

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 5 (2)2021-HR-I

Islamabad, the 23<sup>rd</sup> April, 2022

**CIRCULAR**

**SUBJECT: SCHEDULE OF TRAINING PROGRAMS FOR THE MONTH OF  
MAY, 2022**

Please find enclosed herewith a copy of self explanatory letter No. WP-I(16)2021-22 T&R dated 11<sup>th</sup> April, 2022 received from Pakistan Manpower Institute (PMI), 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 (15 days) before commencement of training.

Encl: **As above**



**(Dr. Beenish Noor)**  
Deputy Director (HR-I)

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



**Government of Pakistan**  
**PAKISTAN MANPOWER INSTITUTE**  
**Ministry of Federal Education & Professional Training**  
**Federal College of Education, H9/4, Islamabad**

DIRECTOR GENERAL

Dated: 11 April, 2022

SUBJECT: **SCHEDULE OF TRAINING PROGRAMS FOR THE MONTH OF MAY, 2022**

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, 2022.

S.No	Name of Event	Duration	Course Coordinators	Venue
1.	Managing Employees Performance through Motivation	16-18 May, 2022	Zari Assistant Director, Email. <a href="mailto:dgpmi@fce.edu.pk">dgpmi@fce.edu.pk</a> 051-9265391	Federal College of Education (FCE) Building H9/1 Islamabad
2.	Public Sector Financial Management	23-25 May, 2022	Yasser Qureshi Assistant Director, Email. <a href="mailto:dgpmi@fce.edu.pk">dgpmi@fce.edu.pk</a> 051-9265394	Ph.051-9265174

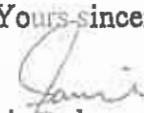
You are requested to kindly send only 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. Nominees are required to bring their one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

Your personal attention in the matter will be highly appreciated.

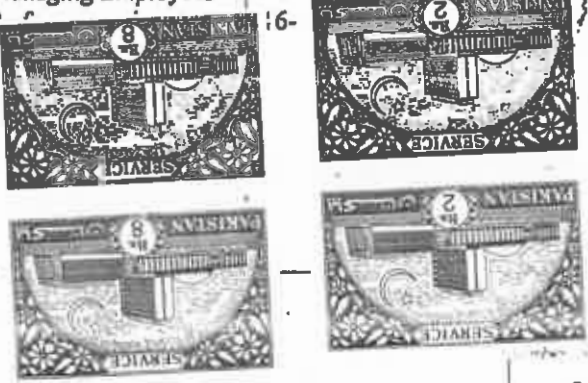
Best regards.

Yours sincerely,

  
 (Dr. Samia Rehman Dogar)

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

## Course Contents

S.No	Training Title	Date	Course Contents
1.	<p>Managing Employees</p> 		<ul style="list-style-type: none"> <li>• Performance - Concepts and Definitions</li> <li>• Managing Employees Performance at Work Place</li> <li>• Performance Management System (PMS) - Approaches/Tools &amp; Techniques</li> <li>• Hidden Traps &amp; Challenges – Achieving High Performance</li> <li>• Motivational Aspects of Employee Engagement &amp; Performance</li> </ul> <p>Video Clips on Employees Motivation</p> <p>The concept of motivation and its quality in organizations</p> <p>How to manage performance through motivation:</p> <p>Empathy, coaching and delegation</p> <p>Understanding different attitudes and skills</p> <p>How to manage performance through coaching and delegation</p> <p>Major Factors affecting employees performance,</p> <p>Improving performance through motivation strategies</p>
2.	<p>Public Sector Financial Management</p>	<p>23-25 April, 2022</p>	<p>Introduction</p> <p>Preparation of budget in integrated public sector financial management system</p> <ul style="list-style-type: none"> <li>• Legal and administrative framework of public financial management system in Pakistan</li> <li>• System of financial control and budgeting</li> <li>• Expenditure management in integrated public sector financial management system</li> <li>• Accounting, financial reporting and auditing system</li> </ul>