No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 5th August, 2022

CIRCULAR

SUBJECT: **SCHEDULE OF TRAINING PROGRAMS FOR THE MONTHS OF AUGUST & SEPTEMBER, 2022**

Please find enclosed herewith a copy of self explanatory letter No. WP-I (16) 2022-23 T & R dated 22nd July, 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 (10 days) before commencement of training.

Encl: **As above**

(Aqsa Liaqat)
Section Officer (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: 22nd July, 2022

SUBJECT: **SCHEDULE OF TRAINING PROGRAMS FOR THE MONTHS OF AUGUST & SEPTEMBER, 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 August & Sep, 2022.

S.No	Training Title	Duration	Course Coordinator	Venue of the Training
1.	Conflict transformation	01-03 August, 2022	Zari Assistant Director, Email. dgpmi@fce.eau.pk	Federal College of Education (FCE) Building H9/1 Islamabad Ph.051-9265174-9265391-3
2.	Youth Development	15-17 August,2022	Yasser Qureshi Assistant Director, Email.dgpmi@fce.edu.pk	
3.	Gender Equality and Inclusion	29-31 August, 2022	Zari Assistant Director, Email. dgpmi@fce.edu.pk	
4.	Project Planning Monitoring & Evaluation	05-07 September, 2022	Yasser Qureshi Assistant Director, Email.dgpmi@fce.edu.pk	

3.   You are requested to kindly send only 1-2 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. 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 08:30 am 04:00 pm. 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 Training Course	Organizations	Contact No.	Email Address
1.					

4.   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	Schedule Date	Course Contents
1.	Conflict transformation	01-03 August, 2022	- What is conflict, describing the conflict and preconceptions about conflict, Is conflict good or bad? Potential benefits of conflict .Cost of conflict - conflict and change, Defining workplace a conflict ,Conflict diagnosis and dispute resolution, Sources and causes of conflict, Interest analysis, Assessing the character of the conflict, Trust and its significance, Assessing impediments to resolve the conflict, - Assessing the negotiating style ,Conflict transforming techniques - Mutual understanding and conflict Stereotypes, diversity and conflict, Conflict transformation with emotional intelligence - How Does Negotiation Relate to Conflict Resolution? - How to Employ Conflict Resolution During Negotiation - When and How Does Conflict Transformation Occur? - Shift from Conflict Resolution to Conflict Transformation? - Consequences of conflict on individual to organization's performance ,Communication styles as barriers to dealing with conflict ,Conflict resolution process - Pitfalls of the group and dealing with them A case study analysis ,Contemporary challenges of conflict management in the 21st Century
2.	Youth Development	15-17 August, 2022	- Basic digital skills for youth - Project Based Learning for Youth ,Role of print and electronic media on youth promotion ,Cultural influences on youth promotion ,Need of youth dialogues - Preparing today's youth for tomorrow world - Responsible use of digital platform, How to be more productive on virtual world? ,Sports: mental and physical health of youth - Cultural understanding and integration , Space circles in each culture - Cross culture dialogues for inclusiveness
3.	Gender Equality and Inclusion	29-31 August, 2022	- The importance of gender inclusion ,How gender exclusion affects people in the workplace ,How to be more gender-inclusive - Key Concepts of Gender and Social Inclusion, Gender vs. sex; Gender equity vs. equality; ,Social inclusion and considerations for marginalized groups including people with disabilities, Gender integration; Ensuring diversity and inclusion; Creating Respectful and Inclusive Environments. - Gender role/rights responsibilities and laws, Women empowerment issues and dimensions ,National and International Organizations' Role and Gender Equality in Education , National Laws for the Protection of Women - gender equality: problem-solving and action-planning 21st Century Challenges of Gender Equality & Inclusion at Workplace
4.	Project Planning Monitoring & Evaluation	05-07 September, 2022	- Overview of Project Initiation, Planning, Implementation, Control and Close out. - The logical framework approach, Project Work plan and Budget Development - What is PCI,II,III and IV ,Types of indicators and Identifying outcome indicators for your project ,Monitoring and Evaluation Framework - Role of Monitoring and Evaluation planning in project management - The main elements and functions of an M&E plan - M&E plan and implementation modalities - Data Collection tools, Capture, and Data Quality Checks - Identify type of tools at each M &E level - Quantitative, Qualitative data collection methods - Data Analysis, Interpretation & reporting - Evaluating for results ,ICT in Monitoring and Evaluation - Impact Assessment ,GIS in M&E