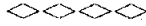


**MOST IMMEDIATE**

No. 2(17)/2011-Admn-I  
Government of Pakistan  
Ministry of Commerce & Textile Industry  
(Commerce Division)



Islamabad, the 27<sup>th</sup> December, 2013

**CIRCULAR**

Copy of Pakistan Institute of Management's letter No.Nil, dated 16-12-2013 along with PIM's trainings schedule for the month of **January, 2014** is forwarded to all officers of BS-17 and above in this Commerce Division with the request that the nomination of suitable officers duly approved /recommended by their respective officers may be forwarded to this section **at least 15 days before commencement of each training course as the dates mentioned in the attached calendar of events**, which are being held in Lahore, Islamabad, Quetta and Karachi.

2. It may be noted here that the funds are involved in these different types of training programmes. For further details, please visit the website: <http://www.pim.com.pk>.

  
(Fahad Raza)  
Section Officer (Admn-I)

**Copy for information to:-**

- i. All J.Ss/EC/D.G (TP)/D.G (DCW)/D.G (STDC), Ministry of Commerce & Textile Industry, Commerce Division, Islamabad.
- ii. The System Network Administrator with the request to upload the subject PIM's training schedule on the Commerce Division's website on priority basis.

12/2014.



# PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

Management House, 70-B/2, Gulberg-III, Lahore.

Tel: (042)99263137 EPABX: (042)99263133-35 Fax: (042)99263138

E-mail: [pimoffice@pim.com.pk](mailto:pimoffice@pim.com.pk) Web Site: <http://www.pim.com.pk>

December 16, 2013

THE SECRETARY  
MINISTRY OF COMMERCE  
GOVERNMENT OF PAKISTAN  
Pakistan Secretariat, Block "A"  
Islamabad.

## MANAGEMENT DEVELOPMENT PROGRAM:

January 2014

Dear Sir/Madam,

Please find enclosed the PIM's trainings schedule for the month of January 2014. Courses are scheduled for Karachi, Lahore, Islamabad and Quetta. Kindly send us the nominations for these courses at your earliest. Your nominations for the Lahore based courses should be sent directly to our Lahore Office and nominations for Karachi, Islamabad and Quetta courses should be sent to Program Office, PIM Karachi. Courses fee payment cheques, demand drafts and pay orders should be drawn in-favour of "PAKISTAN INSTITUTE OF MANAGEMENT".

Nominations should be sent preferably at least one week before the course begins. You are however requested to send the nominations earlier as the registration for any particular course may close earlier depending upon the number of nominations received.

We are eagerly looking forward to received training nominations from your organizations.

Yours faithfully,

  
Adeel Zeerak  
Registrar

Encls: As above\*

*Handwritten notes and signatures:*  
Dm/12  
24/12  
24/12  
Salma

## COURSES AT MANAGEMENT HOUSE, KARACHI JANUARY 2014

### 01. Developing Managerial Competencies

Karachi: January 06 - 08, 2014

All organizations need competent managers to be able to reach their objectives both effectively and efficiently. Management Research, over the last twenty years, has determined that a manager's competence depends on his / her "Competencies". Competencies in essence are a person's set of capabilities and reflect what a person can do effectively. This research has also helped in developing a model of "Management Competencies" which are highly correlated to sustained high level managerial performance.

This course will:

- Introduce the Competency Model to participants
- Help participants identify their own Managerial Competencies
- Suggest ways and means to improve / strengthen Competencies
- Help develop approaches / Strategies for use of the Competency Model to improve organizational performance.

*Course Fee: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.*

### 02. Improving Workplace Effectiveness through Creativity & Innovation

Karachi: January 06 - 08, 2014

Creativity leads to innovation which is the driving force behind a successful organization. Through group and individual creativity successful problem solving can be achieved relating to any kind of work place situation. Small scale innovation further results in improved efficiency and smoother work flows.

*Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500.*

### 03. Advanced MS Excel

Karachi: January 06 - 09, 2014

This course is designed for existing Excel users who have a working knowledge of the Excel and wish to further develop their spreadsheet skills by using the more complex features of the application.

#### **Course Contents**

- Overview of the Excel
- Create and use worksheet templates
- Define and use custom lists
- Customize Excel defaults
- Use Goal-seek and Solver to find answers
- Customize Excel toolbars
- Specify, sort, filter, Advanced Filter & extract more complex data using list management functions
- Use the Advanced Excel Formulae
- Import and export data from other sources
- Record a macro for automating tasks
- Attach a macro to a command button and a toolbar button
- Write your own function in Excel using VBA

#### **Pre-Requisites**

Basic knowledge in MS-Excel or any other spread sheet is assumed.

*Course Fee: Non-Members Rs. 9,000; Members Rs. 8,500; Contributory Members Rs. 8,000.*

#### **04. Project Monitoring Control and Evaluation**

Karachi: January 06 - 09, 2014

Project monitoring allows project managers and project stakeholders to continuously evaluate the performance of projects against agreed parameters, whereas project control provides effective mechanisms to keep projects on track. This training program enables participants to understand the tools and techniques for effective monitoring and control during the life of a project.

The program will provide comprehensive knowledge about the methods for project monitoring and evaluation. It will also assist in understanding project reporting requirements and developing effective strategies for controlling projects.

*Course Fee: Non-Members Rs. 12,500; Members Rs. 11,500; Contributory Members Rs. 10,500.*

#### **05. Inventory Management**

Karachi: January 06 - 09, 2014

This course provides participants with an operational knowledge and understanding of inventory management principles and techniques. Topics include: inventory fundamentals, ordering techniques, replenishment policies, Just-in-time (JIT) and inventory performance measurement. The basic methods of planning and controlling inventory in manufacturing, and distribution will be covered.

*Course Fee: Non-Members Rs. 12,500; Members Rs. 11,500; Contributory Members Rs. 10,500*

#### **06. Development Course for Managers**

Karachi: January 06 - 10, 2014

The purpose of this course is to review in detail the selected phases of management. To develop an analytical approach to the practical problems of management, to stimulate and provide direction for the self development of managers and to encourage continual improvement in the competence, efficiency and effectiveness of management personnel. Senior and middle management executives will benefit the most from this course.

*Course Fee: Non-Members Rs. 16,000; Members Rs. 15,000; Contributory Members Rs. 14,000*

#### **07. Principles of Good Management**

Karachi: January 06 - 10, 2014

This program depicts the development of management thinking over the past 120 years, from the three distinct earlier schools to contemporary management. It provides managers with an in-depth knowledge of all the managerial functions, and how these can be used in our organizations. It also features the most significant pathfinders, thinkers and practitioners-whose ideas continue to shape management today. Managers learn about the practical principles of good management that make their organizations excel.

*Course Fee: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000*

## 08. Executive Secretaries Course

Karachi: January 13 - 17, 2014

This course has been designed to train and develop personal secretaries so that they may be able to provide effective administrative support to their executives and run the office efficiently. Correspondence and filing responsibilities, secretarial services, information handling, dealing with people, managing time, etc. will be discussed.

*Course Fee: Non-Members Rs. 12,500; Members Rs. 11,500; Contributory Members Rs. 10,500.*

## 09. Conflict Management

Karachi: January 21 - 23, 2014

Conflict is a disagreement among two or more individuals or groups. The modern view regarding conflict is that it is inevitable, and when it is channelized properly, it can actually be used for enhancing performance. The hallmark of a progressive organization is the way it uses the free flow of information to achieve its goals; this free flow often results in conflict and becomes detrimental to the organization. The program aims at recognizing effects of dysfunctional and suppressed conflict, and at exploring how conflict can be handled cordially and constructively in the organization, so that organizational interests are held paramount.

*Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500.*

## COURSES AT MANAGEMENT HOUSE, LAHORE JANUARY 2014

### 01. Effective Project Proposals

Lahore: January 01 - 03, 2014

In order to win a potential project the comprehensive proposal must contain all the necessary information.

This course has been designed for professional who are responsible for generating project proposal.

The course will be covering the following topics:

- Table of Contents
- Executive Summary
- Introduction
- Scope of Services
- Project Plan
- Resource Requirements
- Terms and Conditions
- Case Study

*Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500.*

### 02. Data Analysis & Business Decisions (for Advanced Users) in Excel

Lahore: January 06 - 08, 2014

In business environment, it is vital that decisions are made quickly and accurately. In this course use Excel techniques to build dynamic and sophisticated spreadsheets. Develop Interactive Dashboards, Key Performance indicators. You learn to perform "what-if" analysis, apply functions, manipulate PivotTables and present your results to make better decisions for planning, budgeting and more.

**Course Outline:**

- Overview of Microsoft Excel's advanced features
- Developing Excel Interactive Dashboards, KPI. Dashboards
- Excel reporting techniques using functions/formulae
- Summarize and analyze large amounts of data using PivotTables and Pivot Chart Reports.
- Consolidate and process multidimensional worksheets
- External Data Connectivity and integration.
- Automate Excel processes using ActiveX Controls and VBA Macros
- Perform "what- if" analysis for developing business plans
- Automate Excel Processes using Scenarios, Goal Seek, and Solver.

*Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500*

### 03. Coaching: A Strategic Tool for Effective Leadership

Lahore: January 06 - 09, 2014

The manner in which we manage/coach our subordinates is critical to their progress and ultimately our own. It is a delicate art and the skill necessary to manage/coach them doesn't come easily. This training walks you through a variety of coaching tools, techniques and best practices including analyzing the cause of sub-par performance, creating a climate for effective coaching and learning, giving corrective feedback and handling challenging responses to coaching.

*Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.*

#### 04. Selling Competencies

Lahore: January 06 - 09, 2014

Sales jobs vary from cold-calling telemarketers to consultative sales professionals who can spend years developing a lead into a sale; the products they sell range in cost from less than a hundred dollars to millions. Today's business world, which is characterized by cut throat competition, even a small edge can make a difference between success and extinction. Hay/McBers research has identified a set of key characteristics that can apply to any kind of selling.

This course would help you identify these competencies and your level of expertise in each one. It will provide you insight into how you can go about further strengthening those competencies in which you are already strong, as well as developing those which require polish. At the end of this four half day program you will not only have received feedback on how well you demonstrate certain behaviors that are essential for effective selling, you will also go through a process to improve the same.

*Course Fee: Non-Members Rs. 12,000; Members Rs. 11,000; Contributory Members Rs. 10,000.*

#### 05. Personal Imaging

Lahore: January 08 - 09, 2014

Imaging is a communication tool which expresses our strengths, weaknesses, attitudes and attributes. It should be a genuine expression of ourselves, but that expression has to be appropriate to the culture, environment and situation in which we are functioning.

In today's fast paced business world, impressions regarding competence, intelligence and reliability are formed within seconds and are usually based on appearance, hence the importance of first impressions cannot be underestimated.

Knowing how to manage your personal presentation so that you are quickly seen as effective and confident is as critical as any business skill on a resume. Discover the right image for your workplace and discover a new confident, successful future, and see your corporate image enhance across all staff for best effect.

This program helps you discover your best potentials by mastering your visual image, self-image and attitude. Discover a 'new you' with Style, Grooming, Business Dining and Social Etiquette. The Program is suitable for all managers who think that improving personal imaging will open new doors in professional advancement.

*Course Fee: Non-Members Rs. 6,000; Members Rs. 5,500; Contributory Members Rs. 5,000.*

#### 06. Strategic Management

Lahore: January 13 - 15, 2014

In today's global and indigenous environment which is dominated by fast paced change, an international financial contagion, an emergent recession, spiraling cost of inputs, food inflation, growing unemployment, nascent protectionism and serious terrorism and law and order issues, the challenge facing all strategists is to correctly envision the future and develop competitive but flexible strategies.

This program will provide strategy makers a forum to intensively discuss and understand key strategic issues, and an opportunity to develop insights into how to develop effective market oriented strategies which will provide their organizations a competitive advantage and edge.

*Course Fee: Non-Members Rs. 25,000; Members Rs. 23,500; Contributory Members Rs. 22,000.*

## 07. Financial Management Course

Lahore: January 20 - 23, 2014

The course offers an opportunity to managers to understand and develop a conceptual framework of financial management with respect to the business context in Pakistan. Issues pertaining to profitability, risk and liquidity of commercial organizations will be addressed in the course.

This course has been designed for managers, executives, and departmental heads to understand and develop a decision-making framework of financial management.

*Course Fee: Non-Members Rs. 13,000; Members Rs. 12,000; Contributory Members Rs. 11,000.*

## 08. Blue Ocean Strategy

Lahore: January 20 - 23, 2014

*"tap the uncontested market space for sustainable growth in sales and profits"*

In today's business environment, most of the industries are facing growth challenges. There are several causes which are attributed to this situation. They include,

1. Industry boundaries are defined and accepted.
2. Competitive rules of the game are known and common to all the players.
3. Companies try to outperform others on these known rules to grab market share in a defined market.
4. Market spaces have become crowded with many players.
5. Prospects for profits and growth have been reduced.
6. Brands have become commodities.
7. Competition has become cutthroat.

All these factors turn the market into a **Red Ocean**. The solution of this problem lies in **Blue Ocean Strategy**. Blue Ocean strategy helps marketers identify new untapped market spaces where there is no competition. This leads to building a distinctive sustainable competitive advantage. That competitive advantage ensures long term (at least 10 to 12 years) sustainable growth in revenue and profits. This work shop will help participants explore the key concept, processes, and tools of designing and executing the Blue Ocean Strategy for their organization's success.

*Course Fee: Non-Members Rs. 14,500; Members Rs. 13,500; Contributory Members Rs. 12,500.*

## 09. Introduction to MS Office 2013 (New)

Lahore: January 20 - 23, 2014

Microsoft's new release of Office shows how technology and software change rapidly, and PIM is committed to helping people stay up to date. You've migrated to versions of Office in the past, now you're thinking ahead to the migration of Microsoft's all new Office 2013 System. The course will focus on features that will bring your work to a whole new level of professionalism and mobility. The new Office also works with smartphones, tablets, and in the cloud, even on PCs that don't have Office installed. So now you can always get to your important files, no matter where you are or what you're using.



This course gives professionals the opportunity to deepen their understanding and develop the skills they need to get ahead in their careers. The course teaches you how to effectively use the new Microsoft Office 2013 Suite through comprehensive training sessions and engaging lab work. This course will show you what you need to know to get up to speed and quickly take full advantage of the new features of latest version of Microsoft Office.

*Course Fee: Non-Members Rs. 10,000; Members Rs. 9,500; Contributory Members Rs. 9,000.*

## 10. Event Management Skills

Lahore: January 20 - 23, 2014

Event Management is an area, which has grown rapidly in recent years and has become established as an important element in the Promotional Mix. The emergence of Event Management as a professional skill is now firmly established.

The objective of this course is to provide participants with the skills they need to work in Event Management; to ensure that any event, from a departmental meeting to a full-scale conference, is a complete success. This course will give you a good grounding in all the essentials of Event Management. In this course you will also research and plan a fictional event, troubleshooting issues as they arise.

### Course Contents

- Overview of Event Management
- Purpose and importance of Event Management
- Event management Planning
- Managing Resources and Budgeting
- Fulfilling Client's expectations
- Promoting the Event
- Evaluation of the Event

*Course Fee: Non-Members Rs. 12,000; Members Rs. 11,000; Contributory Members Rs. 10,000.*

## 11. Contracts Management

Lahore: January 21 - 24, 2014

Are your projects being derailed by outsourcing with high hidden costs? Are contracted services exceeding budget and schedule due to poor internal contracts management? Are contracts being terminated or tied up in claims or litigation?

If these sound familiar, your organization needs to develop professional Contracts Managers, who can manage your contracts in an efficient way. Contracts management training prepares you to understand the complete project cycle from acquisition planning and source selection to contracts administration up to final claims management.

Through this course, you'll learn how to use the core set of contracting skills that are needed to:

- Manage risks effectively.
- Evaluate price and cost proposals efficiently.
- Define, establish and justify "fair and reasonable" prices.
- Use proven techniques for conducting successful negotiations.

Contracts management training is for you if you are a contracts manager, a project manager, a contracts administrator, a sales or business development manager, a contracts proposal writer, a member of a source selection team or a commercial contracts professional who wants to strengthen his or her

abilities. With shrinking project profits and increasing customer demands for international level management, organizations and individuals need to invest in Contracts Management skills to survive and compete in an extremely competitive future. Let us help you get started on the road to contracts management success today.

*Course Fee: Non-Members Rs. 15,500; Members Rs. 14,500; Contributory Members Rs. 13,500.*

## 12. Executive Secretaries Course

Lahore: January 27 - 31, 2014

This course has been designed to train and develop personal secretaries so that they may be able to provide effective administrative support to their executives and run the office efficiently. Correspondence and filing responsibilities, secretarial services, information handling, dealing with people, managing time, etc. will be discussed.

*Course Fee: Non-Members Rs. 12,500; Members Rs. 11,500; Contributory Members Rs. 10,500.*

## 13. Problem Solving and Decision Making Skills

Lahore: January 27 - 31, 2014

This course will provide a conceptual framework for rationale, accuracy and efficiency in problem identification and effective decision making. The workshop is designed for senior and middle level managers involved with the decision making process.

*Course Fee: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.*

## COURSE AT ISLAMABAD JANUARY 2014

### 01. Negotiation Skills

Islamabad: January 07 - 09, 2014

Negotiation skills are essential for all managers, be it negotiating with unions, suppliers, customers, employees or creditors. This program will help managers to develop the skills, styles and confidence necessary to negotiate effectively. The program is especially appropriate for line or specialist executives who wish to understand the negotiation process.

*Course Fee: Non-Members Rs. 11,000; Members Rs. 10,000; Contributory Members Rs. 9,000.*

## COURSE AT QUETTA JANUARY 2014

### 01. Effective Project Proposals

Quetta: January 20 - 22, 2014

In order to win a potential project the comprehensive proposal must contain all the necessary information.

This course has been designed for professional who are responsible for generating project proposal.

The course will be covering the following topics:

- Table of Contents
- Executive Summary
- Introduction
- Scope of Services
- Project Plan
- Resource Requirements
- Terms and Conditions
- Case Study

*Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500.*

**PAKISTAN INSTITUTE OF MANAGEMENT**  
Calendar of Events (FEBRUARY 2014 to JULY 2014)



| Calendar of Events (FEBRUARY 2014 to JULY 2014) |  |                 |  |
|---|--|-----------------|--|
| Feb 10 - 11                                     | Six Sigma: The Break through Management Strategy                   | May 05          | Caring For Customers (IFC Training) (FD)   |
| Feb 10 - 14                                     | Advanced MS Access 2010 with MySQL Server                          | May 05 - 07     | Finance & Accounting for Non-Financial Executives (FD)                                   |
| Feb 10 - 21                                     | Management Course for Junior Executives                            | May 05 - 07     | Introduction to Agile Project Management (New)   |
| Feb 17 - 18                                     | Emotional Intelligence (FD)  | May 05 - 08     | Oracle Applications R12 - Financials   |
| Feb 19  | Personal Imaging (FD)  | May 05 - 09     | Kaizen: Tools for Continual Improvement  |
| Feb 24 - 26                                     | Dashboard Reporting and Advanced Data Analysis with MS Excel (New) | May 12 - 14     | Problem Solving and Decision Making Skills (FD)  |
| Feb 24 - 27                                     | Developing Marketing Skills  | May 12 - 15     | Knowledge Management & Organizational Development  |
| Feb 25 - 26                                     | Presentation Skills for Managers (FD)                              | May 12 - 15     | Enhancing Leadership Skills  |
| Feb 25 - 27                                     | Workshop on Project Management (FD)                                | May 12 - 16     | Training Techniques for Trainers   |
| Mar 03 - 07                                     | Basics of Supply Chain (New)                                       | May 13 - 15     | Improving Workplace Effectiveness through Creativity & Innovation                        |
| Mar 03 - 07                                     | Learn MS Office 2010 in 5 Days                                     | May 19 - 20     | Principles of Good Management (FD)   |
| Mar 04 - 05                                     | Influencing (IFC Training) (FD)                                    | May 19 - 21     | Data Analysis & Business Decisions (for Advanced Users) in Excel                         |
| Mar 04 - 06                                     | Computer & Internet Security Threats & Countermeasures             | May 19 - 23     | Teamwork: Getting People to Work Together  |
| Mar 10 - 17                                     | Conflict Management  | May 19 - 23     | The Art of Technical Writing & its Advantages  |
| Mar 10 - 12                                     | Becoming a More Effective Manager (IFC Training)                   | May 21 - 22     | Productivity Management: Efficient Utilization of Organizational Resources (FD)          |
| Mar 10 - 13                                     | Internal Auditing for ISO 9001:2008                                | May 25 - 28     | Creating Organizational Excellence   |
| Mar 10 - 14                                     | Improving Spoken English Skills                                    | May 26 - 29     | Skills in Supervision  |
| Mar 17 - 18                                     | The Power of Positive Thinking (FD)                                | May 26 - 30     | Executive Secretaries Course   |
| Mar 17 - 19                                     | Implementing Oracle 12c Data Guard                                 | May 26 - 31     | Certified Supply Chain Manager (CSCM)  |
| Mar 17 - 20                                     | Event Management Skills  | May 27 - 29     | Negotiation Skills   |
| Mar 17 - 21                                     | Development Course for Supervisors                                 | Jun 02 - 05     | Contracts Management   |
| Mar 24 - 25                                     | Managing with Authority (IFC Training) (FD)                        | Jun 02 - 06     | Skills in Goal Setting and Work Planning   |
| Mar 24 - 26                                     | Effective Business Intelligence for Marketing and Sales (New)      | Jun 02 - 06     | Production Planning, Scheduling and Control  |
| Mar 24 - 26                                     | Implementing SS  | Jun 03 - 05     | Effective Purchase Management (FD)   |
| Mar 24 - 27                                     | Selling Competencies   | Jun 09 - 11     | Effective Creative Writing Skills  |
| Mar 25 - 28                                     | Human Resource Management  | Jun 09 - 12     | Successfully Managing Multiple Projects: Effective Program & Portfolio Management        |
| Mar 31 - Apr 01                                 | Workshop on Innovation Leadership (FD)                             | Jun 09 - 12     | SAP Business ONE   |
| Mar 31 - Apr 02                                 | Developing Managerial Competencies                                 | Jun 09 - 13     | Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM) |
| Mar 31 - Apr 02                                 | Appraising Performance (IFC Training)                              | Jun 10 - 12     | Stress Management  |
| Apr 07 - 09                                     | Management by Exception  | Jun 16 - 17     | Distribution Channel Management (FD)   |
| Apr 07 - 10                                     | Project Monitoring, Control and Evaluation                         | Jun 16 - 18     | Strategic Management   |
| Apr 07 - 11                                     | Effective Letters, Reports and Presentations                       | Jun 16 - 19     | Advanced MS Excel  |
| Apr 07 - 11                                     | Advanced MS Office 2010  | Jun 17 - 19     | Assertiveness Skills   |
| Apr 14 - 17                                     | Handling Difficult People  | Jun 23          | Developing Sustainable Leadership in the Organization (New) (FD)                         |
| Apr 14 - 18                                     | Improving Personal Effectiveness                                   | Jun 23 - 24     | How Do Effective Managers Organize Themselves (FD)                                       |
| Apr 14 - 18                                     | Planning & Scheduling with Primavera P6 V8                         | Jun 23 - 25     | Quality Assurance and Management (FD)  |
| Apr 14 - 18                                     | Supply Chain Management  | Jun 23 - 25     | 3D Presentation Skills Using PowerPoint & Flash Tools                                    |
| Apr 15 - 17                                     | Training Needs Analysis  | Jun 23 - 26     | Materials Handling and Warehousing   |
| Apr 21 - 23                                     | Basics of Business English (FD)                                    | Jun 23 - 26     | Effective Business Forecasting for Future Planning                                       |
| Apr 21 - 25                                     | Effective Communication Skills                                     | <b>PII=PIA</b>  |  |
| Apr 22 - 24                                     | How to Improve Morale, Motivation and Commitment (FD)              | Mar 03 - 06     | Effective Communication Skills   |
| Apr 27 - 24                                     | How to Conduct Successful Selection Interviews                     | Mar 31 - Apr 02 | Finance & Accounting for Non-Financial Executives (FD)                                   |
| Apr 28 - 29                                     | Inventory Management (FD)  | Apr 21 - 24     | Skills in Supervision  |
| Apr 28 - 30                                     | Data Analysis Techniques for Effective Decision Making             | May 20 - 22     | Workshop on Project Management (FD)  |
| Apr 28 - 30                                     | Management by Objectives   | Jun 02 - 05     | Enhancing Leadership Skills  |
| Apr 28 - 30                                     | Skills in Administration (FD)                                      |                 |  |

(1) IFC Training = International Business Edge Training by IFC (World Bank Group)

(2) These Courses can also be arranged on other dates basis to meet our clients specialized needs. These courses can be conducted at PIM or any location.

For details and registration, please contact the Program Office,

PIM, HEAD OFFICE: Shahrah Iqbal, Clifton, Karachi. Tel: (021) 99251718, EPAX: (021) 99251711-14, Fax: (021) 99251715, E-Mail: program@pim.com.pk  
PIL, BRANCH OFFICE: 70 B/2, Gulberg III, Lahore. Tel: (042) 99263137, EPAX: (042) 99263133-35, Fax: (042) 99263138, E-Mail: pil@pim.com.pk





# PAKISTAN INSTITUTE OF MANAGEMENT

## Calendar of Events (FEBRUARY 2014 to JULY 2014)



| <b>KARACHI</b>   |   |                 |  |
|------------------|---|-----------------|--|
| Feb 10 - 13      | Human Resource Management   | Apr 21 - 24     | Advanced MS Excel  |
| Feb 10 - 14      | Advanced MS Office 2010   | Apr 21 - 25     | Six Sigma: The Breakthrough Management Strategy  |
| Feb 17 - 20      | New Managers Course   | Apr 21 - 25     | Training Techniques for Trainers   |
| Feb 17 - 20      | Materials Handling and Warehousing  | Apr 21 - 25     | Management Course for Junior Executives (FD)   |
| Feb 17 - 21      | The Art of Technical Writing & Its Advantages   | Apr 22 - 24     | Assertiveness Skills   |
| Feb 19 - 20      | Productivity Management: Efficient Utilization of Organizational Resources (FD)                   | Apr 28 - 30     | Strategic Management   |
| Feb 24 - 26      | How to Improve Morale, Motivation and Commitment (FD)   | Apr 28 - 30     | Developing Managerial Competencies   |
| Feb 24 - 26      | How to Conduct Successful Selection Interviews  | May 05 - 06     | Emotional Intelligence (FD)  |
| Feb 24 - 27      | Enhancing Leadership Skills   | May 05 - 07     | Management by Exception  |
| Feb 24 - 28      | Basics of Business English  | May 05 - 08     | Blue Ocean Strategy: Creating Innovative Business Model to Make Competition Irrelevant |
| Mar 03 - 04      | Principles of Good Management (FD)  | May 05 - 10     | Certified Supply Chain Manager (CSCM)  |
| Mar 03 - 05      | Management by Objectives  | May 06          | Personal Imaging (FD)  |
| Mar 03 - 05      | Stress Management   | May 06 - 08     | Workshop on Project Management (FD)  |
| Mar 03 - 05      | Effective Purchase Management (FD)  | May 12 - 16     | Supply Chain Management  |
| Mar 03 - 05      | Skills in Administration (FD)   | May 19 - 21     | Conflict Management  |
| Mar 10           | Caring For Customers (IFC Training) (FD)  | May 19 - 21     | Development Course for Managers (FD)   |
| Mar 10 - 12      | Cost & Management Accounting for Non-Financial Managers   | May 19 - 21     | Dashboard Reporting and Advanced Data Analysis With MS Excel (New)                     |
| Mar 10 - 13      | Skills in Supervision   | May 19 - 23     | Quality Assurance and Management   |
| Mar 10 - 14      | Skills in Goal Setting and Work Planning  | May 26 - 28     | Computer & Internet Security Threats & Countermeasures                                 |
| Mar 10 - 14      | Kaizen: Tools for Continual Improvement   | May 26 - 29     | Selling Competencies   |
| Mar 17 - 18      | How to Conduct Effective Meetings   | May 26 - 30     | Effective Communication Skills   |
| Mar 17 - 19      | Problem Solving and Decision Making Skills (FD)   | Jun 02 - 03     | The Power of Positive Thinking (FD)  |
| Mar 17 - 20      | Financial Analysis: Concepts and Techniques   | Jun 02 - 04     | Finance & Accounting for Non-Financial Executives (FD)                                 |
| Mar 17 - 20      | Handling Difficult People   | Jun 02 - 05     | Project Monitoring, Control and Evaluation   |
| Mar 17 - 20      | Organizational Performance Management: Management Tools for Improving Performance Indicators (FD) | Jun 02 - 06     | Improving Spoken English Skills  |
| Mar 18 - 19      | Presentation Skills for Managers (FD)   | Jun 02 - 06     | Development Course for Supervisors   |
| Mar 24 - 27      | Effective Business Forecasting for Future Planning  | Jun 09 - 12     | Contracts Management   |
| Mar 24 - 28      | Behavioral Skills for Managerial Effectiveness  | Jun 09 - 12     | Event Management Skills  |
| Mar 31 - Apr 02  | Improving Workplace Effectiveness through Creativity & Innovation                                 | Jun 09 - 13     | Improving Personal Effectiveness   |
| Mar 31 - Apr 03  | Knowledge Management & Organizational Development   | Jun 09 - 13     | Effective Letters, Reports and Presentations   |
| Mar 31 - Apr 04  | Learn MS Office 2013 in 5 Days  | Jun 16 - 18     | Implementing 5S  |
| Apr 07 - 08      | How Do Effective Managers Organize Themselves (FD)  | Jun 16 - 18     | Introduction to Agile Project Management (New)   |
| Apr 07 - 09      | Teamwork: Getting People to Work Together (FD)  | Jun 16 - 19     | Internal Auditing for ISO 9001:2008  |
| Apr 07 - 11      | Basics of Supply Chain (New)  | Jun 17 - 18     | Managing with Authority (IFC Training) (FD)  |
| Apr 07 - 11      | Executive Secretaries Course  | Jun 23 - 24     | Workshop on Innovation Leadership (FD)   |
| Apr 07 - 11      | Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)          | Jun 23 - 24     | Influencing (IFC Training) (FD)  |
| Apr 14           | Developing Sustainable Leadership in the Organization (New) (FD)                                  | Jun 23 - 25     | Effective Business Intelligence for Marketing and Sales (New)                          |
| Apr 14 - 16      | Effective Creative Writing Skills   | Jun 23 - 26     | Advanced MS Excel  |
| Apr 14 - 16      | Negotiation Skills  | <b>PESHAWAR</b> |  |
| <b>ISLAMABAD</b> |   | Feb 10 - 14     | Training Techniques for Trainers   |
| Mar 31 - Apr 03  | Blue Ocean Strategy: Creating Innovative Business Model To Make Competition Irrelevant            | Mar 18 - 20     | Workshop on Project Management (FD)  |
| May 26 - 30      | Management Course For Junior Executive (FD)   | Apr 21 - 23     | Effective Purchase Management (FD)   |
| Jun 09 - 11      | Conflict Management   | May 12 - 15     | Financial Analysis: Concepts and Techniques  |
| Jun 23 - 25      | Negotiation Skills  | Jun 09 - 12     | Effective Communication Skills   |

FD = Full Day IFC Training = International Business Edge Training by IFC (World Bank Group)  
 In House Courses: Courses can also be arranged on an In-House basis to meet our client's specialized needs. These courses can be conducted at PIM or any location.



For details and registration, please contact the Program Office,  
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