

Islamabad, the 12th October, 2015

C I R C U L A R

SUBJECT: - PAKISTAN INSTITUTE OF MANAGEMENT'S TRAINING CALENDAR AND IT'S FEE CHART SCHEDULED TO BE HELD FROM OCTOBER TO NOVEMBER,2015, BEING HELD AT KARACHI, LAHORE , ISLAMABAD AND QUETTA :

Copy of Pakistan Institute of Management, Karachi's letter No. Nil. dated 22-09-2015 along with PIM's trainings and it's fee chart scheduled to be held for the month of **October to November,2015** as per list attached is forwarded with the request that the nomination of suitable officers duly approved/recommended by their respective senior officers may be furnished to this office **at least 15 days before commencement of each training course as per dates mentioned in the attached calendar of events**, which are being held in Karachi, Lahore, Quetta and Islamabad.

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: **www.pim.com.pk**.


(ATAULLAH)
Director (HR&CP)

Copy for information to:-

- i. All BS-17 and Above Officers of Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject PIM's training schedule along with it's fee structure as per list attached on the Ministry's website on priority basis.



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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September 22, 2015

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

MANAGEMENT DEVELOPMENT PROGRAM: October – November 2015

Dear Sir,

Please find enclosed the PIM's training schedule for the months of October – November 2015. 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 receive training nominations from your organizations.

With best regards,

Yours sincerely,

Adeel Zeerak
Registrar

Encls: As above*.



MANAGEMENT DEVELOPMENT PROGRAMS

OCTOBER - NOVEMBER 2015

S. #	Course Title	Month & Date	Venue	Non-Members	Members	Contributory Members
01	Effective Project Proposals	October 05 – 06, 2015	Quetta (FD)	14,000	13,000	12,000
02	Strategic Management	October 05 – 07, 2015	Karachi	29,000	27,500	26,000
03	Negotiation Skills	October 05 – 07, 2015	Karachi	14,000	13,000	12,000
04	Development Course for Supervisors	October 05 - 08, 2015	Karachi	14,500	13,500	12,500
05	Selling Competencies	October 05 - 08, 2015	Lahore	15,000	14,000	13,000
06	Supply Chain Management	October 05 - 08, 2015	Lahore	17,500	16,500	15,500
07	Basics of Business English	October 05 - 09, 2015	Lahore	14,000	13,000	12,000
08	Project Monitoring, Evaluation & Control	October 06 - 09, 2015	Lahore	15,500	14,500	13,500
09	Developing Managerial Competencies	October 12 - 14, 2015	Lahore	16,500	15,500	14,500
10	Oracle Database 12c Disaster & Recovery	October 12 - 14, 2015	Lahore	14,000	13,000	12,000
11	Contracts Management	October 12 - 15, 2015	Islamabad	18,000	17,000	16,000
12	The Power of Positive Thinking	October 12 - 15, 2015	Lahore	14,000	13,000	12,000
13	Marketing for Non-Marketers (NEW)	October 12 - 15, 2015	Karachi	15,000	14,000	13,000
14	Advanced MS Office	October 12 - 16, 2015	Karachi	11,000	10,000	9,000
15	Enhancing Leadership Skills	October 13 - 16, 2015	Karachi	18,000	17,000	16,000
16	Teamwork: Getting People to Work Together	October 13 - 16, 2015	Karachi	17,000	16,000	15,000
17	Creative Writing Skills	October 26 – 28, 2015	Karachi	9,000	8,500	8,000
18	Materials Handling and Warehousing	October 26 - 29, 2015	Karachi	15,500	14,500	13,500
19	Counseling Skills	October 27 – 28, 2015	Karachi	11,000	10,000	9,000
20	Handling Difficult People	October 27 - 29, 2015	Karachi	14,500	13,500	12,500
21	Conflict Management	October 27 - 29, 2015	Islamabad	11,000	10,000	9,000
22	Successfully Managing Multiple Projects: Effective Program and Portfolio Management	October 27 - 30, 2015	Lahore	16,000	15,000	14,000
23	Art of Peak Performance	November 02 - 04, 2015	Lahore	12,000	11,000	10,000
24	Management by Objectives	November 02 - 04, 2015	Lahore	11,000	10,000	9,000
25	Contracts Management	November 02 - 05, 2015	Karachi	18,000	17,000	16,000
26	Supply Chain Management	November 02 - 05, 2015	Karachi	17,500	16,500	15,500
27	Management Course for Junior Executives	November 02 - 06, 2015	Karachi (FD)	20,000	18,500	17,000
28	Six Sigma: Green Belt	November 02 - 06, 2015	Lahore (FD)	25,000	23,500	22,000
29	Workshop on Project Management	November 02 - 06, 2015	Quetta	17,500	16,500	15,500

S. #	Course Title	Month & Date	Venue	Non-Members	Members	Contributory Members
30	Effective Letters, Reports and Presentations	November 02 - 06, 2015	Lahore	15,500	14,500	13,500
31	Improving Personal Effectiveness	November 02 - 06, 2015	Lahore	17,500	16,500	15,500
32	Productivity Management: Efficient Utilization of Organizational Resources	November 03 - 04, 2015	Karachi (FD)	15,000	14,000	13,000
33	Managing Training and Development Functions	November 10 - 11, 2015	Lahore (FD)	12,000	11,000	10,000
34	Behavioral Skills for Successful Managers	November 10 - 12, 2015	Karachi	16,000	15,000	14,000
35	Financial Analysis: Concepts and Techniques	November 10 - 13, 2015	Karachi	14,500	13,500	12,500
36	How To Achieve Higher Results	November 11, 2015	Karachi (FD)	21,000	19,500	18,000
37	Managerial Transition: Form operational manager to strategic thinker	November 16 - 17, 2015	Lahore (FD)	16,000	15,000	14,000
38	Dashboard Reporting & Advanced Data Analysis with MS Excel	November 16 - 18, 2015	Karachi	9,000	8,500	8,000
39	Knowledge Management & Organizational Development	November 16 - 19, 2015	Karachi	15,000	14,000	13,000
40	SAP Business One	November 16 - 19, 2015	Lahore	15,000	14,000	13,000
41	Presentation Skills for Managers	November 16 - 19, 2015	Karachi	14,000	13,000	12,000
42	Problem Solving and Decision Making Skills	November 16 - 20, 2015	Lahore	19,000	18,000	17,000
43	Developing Performance Management System and its Implementation (NEW)	November 16 - 20, 2015	Karachi	16,500	15,500	14,500
44	Effective Communication Skills	November 16 - 20, 2015	Karachi	17,500	16,500	15,500
45	How to Improve Morale, Motivation and Commitment	November 16 - 20, 2015	Lahore	17,500	16,500	15,500
46	Assertiveness Skills	November 17 - 19, 2015	Karachi	11,000	10,000	9,000
47	Executive Secretaries Course	November 23 - 25, 2015	Karachi	14,000	13,000	12,000
48	Organizational Performance Management: Management Tools for Improving Performance Indicators (FD)	November 23 - 26, 2015	Karachi (FD)	19,000	18,000	17,000
49	Principles of Good Management	November 23 - 27, 2015	Karachi	16,500	15,500	14,500
50	Quality Assurance and Management	November 23 - 27, 2015	Karachi	16,000	15,000	14,000
51	Teamwork: Getting People to Work Together	November 23 - 27, 2015	Lahore	17,000	16,000	15,000
52	Training Techniques for Trainers	November 23 - 27, 2015	Karachi	16,500	15,500	14,500
53	Enhancing Leadership Skills	November 24 - 27, 2015	Lahore	18,000	17,000	16,000
54	Advanced MS Excel	Nov. 30 - Dec. 03, 2015	Lahore	10,000	9,000	8,000

S. #	Course Title	Month & Date	Venue	Non-Members	Members	Contributory Members
55	Development Course for Supervisors	Nov. 30 – Dec. 03, 2015	Lahore	14,500	13,500	12,500
56	Effective Business Intelligence for Marketing & Sales	Nov.30 – Dec. 02, 2015	Lahore	10,500	9,500	8,500
57	Finance & Accounting for Non-Financial Executives	Nov. 30 – Dec. 02, 2015	Karachi (FD)	16,000	15,000	14,000
58	Improving Workplace Effectiveness through Creativity & Innovation	Nov. 30 – Dec. 02, 2015	Karachi	12,000	11,000	10,000
59	Skills in Goal Setting and Work Planning	Nov. 30 – Dec. 04, 2015	Lahore	16,000	15,000	14,000

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,

PIM, HEAD OFFICE:

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