

MOST IMMEDIATE

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Government of Pakistan
Ministry of Commerce
Islamabad



Islamabad, the 9th August, 2016.

CIRCULAR

Subject: **MANAGEMENT DEVELOPMENT PROGRAMSCHEDULED TO BE HELD IN LAHORE AND ISLAMABAD DURING THE PERIOD SEPTEMBER, OCTOBER 2016.**

Copy of Pakistan Institute of Management, Lahore's letter No. Nil, dated 29-07-2016 along with PIM's trainings schedule to be held during the month of september and october, 2016 is forwarded with the request that the same may be uploaded on the Ministry of Commerce website immediately.



(Ali Rasul)
Deputy Director(MoC)



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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July 29, 2016

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

MANAGEMENT DEVELOPMENT PROGRAM: Septemehr – October, 2016

Dear Sir,

Please find enclosed the PIM's training schedule for the months of Septemehr – October 2016. Courses are scheduled for Lahore and Islamabad. Kindly send us the nominations for these courses at your earliest. Your nominations for the courses should be sent directly to our Lahore Office. 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*.

COURSES AT MANAGEMENT HOUSE, LAHORE SEPTEMBER & OCTOBER 2016

01. Competitive Intelligence (FD)

Lahore: September 05, 2016

The "Competitive Intelligence" is defined as business intelligence focusing on the external competitive environment. The term is often viewed as synonymous with the competitor analysis but Competitive Intelligence is more than analyzing competitors-it is about making the organization more competitive relative to its existing set of competitors and potential competitors. Customers and key external stakeholders define the set of competitors for the organization and, in so doing, describe what could be a substitute for the business, votes, donation or other activities of the organization. The term is often abbreviated as CI, and most large business now have some Competitive Intelligence functions in their organizations

This course is recommended for senior managers, decision makers, head of departments, and executives who are seeking an introduction to intelligence operations and are contributing significantly in the long term and short term organizational business plan.

Course Fee: Rs. 11,500/- Per Head

02. The Power of Positive Thinking

Lahore: September 05 - 08, 2016

The Power of Positive Thinking Workshop is a powerful program with life-changing tools that will help you achieve your peak performance.

This workshop is an opportunity to optimize your energy and target it in the direction of great productivity and personal achievement.

Positive thinking can make us more resilient, creative and better able to handle setbacks. People who think positively are also more likely to experience job satisfaction, see the opportunities in a situation, welcome challenges and learn lessons from difficult experiences.

In this workshop we will examine the advantages to thinking positively, and look at common barriers to actually doing it. Participants will also have an opportunity to consider their own negative mental habits that may be holding them back from reaching their full potential. Simple, yet effective exercises will help build positive attitudes, to transform negativity into peak performance and reduce fear and stress.

Course Fee: Rs. 16,500/- Per Head

03. Learn Microsoft Office 2013 in 5 Days

Lahore: September 05 - 09, 2016

This course teaches you how to effectively use the new Microsoft Office 2010 Suite through comprehensive training sessions and engaging workshops. Allowing the user to get familiar with the all new version of industry's leading office automation program.

New users will be guided through the fundamentals of the new office interface, while experienced users will be brought up to speed on the new navigation and functionality of this 2010 edition. This course will train you how to best meet your needs through the use of Word, Excel, PowerPoint and Outlook.

Course Fee: Rs. 13,500/- Per Head

04. 3D Presentation Skills Using PowerPoint & Flash Tools

Lahore: September 19 – 21, 2016

Presenters or speakers charged with the responsibility to prepare presentations have to spend a lot of their valuable time in designing and formatting a presentation. Microsoft PowerPoint and Macromedia Flash are considered as top-notch presentation tools of the industry. By using combination of these two, you can create high quality, media rich presentations to mesmerize your audience.

This course is designed to impart skills that will help presenters to prepare powerful multimedia presentations with confidence and ease, so that presentations will become livelier and audiences could easily grasp what is presented to them and get appropriately influenced. During the course participants will get thorough understanding of the capabilities of Microsoft PowerPoint and Flash tools and integrate these tools effectively and efficiently into their own environment. This course is designed for executives/managers/presenters who have to develop and deliver presentations and are looking forward to enhancing existing presentation skills by learning how to create exciting multimedia presentations.

Course Fee: Rs. 12,500/- Per Head

05. Negotiation Skills

Lahore: September 19 – 21, 2016

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: Rs. 17,000/- Per Head

06. Internal Auditing for ISO 9001:2015

Lahore: September 26 – 29, 2016

A major revision of the ISO 9001 standard has been made and the fourth version of the standard was published in September 2015. This course is based on the recently revised version of ISO 9001:2015 International Standard.

Course Fee: Rs. 17,000/- Per Head

07. Quality Assurance & Management

Lahore: September 26 – 30, 2016

The course objectives are to broaden the knowledge of professionals and engineers involved in Production and Quality Assurance. It is also intended to familiarize the participants with the tools and techniques of Modern Quality Control and Assurance. After attending this course participants will have a working knowledge of a number of systems and techniques, so that they may improve the existing systems in their companies.

Course Fee: Rs. 18,000/- Per Head

08. Improving Workplace Effectiveness Through Creativity & Innovation

Lahore: September 27 – 29, 2016

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: Rs. 15,000/- Per Head

09. How Do Effective Managers Organize Themselves

Lahore: October 03 - 05, 2016

Effective time management and personal organization skills are essential for effectiveness of a manager in any organization system. This course has been designed for managers to help them learn and apply tools for self-organization and time management skills.

Course Fee: Rs. 17,000/- Per Head

10. Creating Competitive and Productive Mindset

Lahore: October 03 - 06, 2016

All businessmen, entrepreneurs, manufactures and managers typically face two big challenges: meet competition from rival companies and creating massive increase in their production. Moreover, now the world has shrunk into a village and the competition is too harder for everyone including small, medium, large, private limited and public limited organizations. So, to win this race they need such team which has more Competitive and Productive **MINDSET**. This course has been designed to develop the insight with new knowledge, internal strategies, skills, mental tools and Neuro Linguistic Programing techniques which will form the Competitive and Productive **MINDSET** to hit the desired results.

Course Fee: Rs. 16,500/- Per Head

11. Problem Solving and Decision Making Skills

Lahore: October 03 -07, 2016

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: Rs. 18,000/- Per Head

12. Advanced MS Office

Lahore: October 03 - 07, 2016

This course is designed for experienced users of Microsoft Office. It familiarizes them with the advanced features of Word, Excel and PowerPoint and shows them how to create macros in Excel using Visual Basic for Applications (VBA). The course comprises:

- | <u>Word</u> | <u>PowerPoint</u> | <u>Excel</u> |
|---------------------------------|-----------------------------|---------------------------------|
| ▪ Long/complex documents | ▪ Managing presentations | ▪ Data manipulation |
| ▪ Table of contents, index, etc | ▪ Charts | ▪ Formulas and functions |
| ▪ Style sheets and themes | ▪ Tables | ▪ Tools |
| ▪ Drawings and diagrams | ▪ Templates & Color Schemes | ▪ Macros |
| ▪ Templates | ▪ Animation | ▪ Working with Shared Workbooks |
| ▪ Document security | ▪ Multimedia | |
| ▪ Customization | ▪ Customized presentations | |
| ▪ Macros | | |

Course Fee: Rs. 13,500/- Per Head

13. Finance and Accounting for Non-Financial Executives (FD)

Lahore: October 17 – 19, 2016

The course is intended for executives who do not have an accounting background, or who desire to brush up their financial accounting. It provides extensive exposure to concepts and practices of financial accounting, as well as to certain tools of financial analysis.

Course Fee: Rs. 18,000/- Per Head

14. Developing Managerial Competencies

Lahore: October 17 – 19, 2016

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: Rs. 18,000/- Per Head

15. Understanding Labour Laws & Policies

Lahore: October 17 – 20, 2016

This introduction to the predominant labour laws in Pakistan will enable the Employer and the practitioner to understand the main elements of labour laws and how it will affect the employee and the employer on a day to day basis. A basic knowledge of these principles as set out in our labour laws ensure fairness, certainty and consistency in the work environment and will prevent many disputes between the employer and employee.

Course Fee: Rs. 13,500/- Per Head

16. Improving Personal Effectiveness

Lahore: October 17 - 21, 2016

This course has been designed to help participants to make self-analysis from different angles and identify their weaknesses and strengths so that they may be able to determine the required course of action to improve their skills, knowledge and personality. The course is based on self-learning through questionnaires, tests and exercises.

Course Fee: Rs. 17,000/- Per Head

17. Fierce Conversations

Lahore: October 24 – 25, 2016

Business is fundamentally an extended conversation — with colleagues, customers, partners and the unknown future emerging around us. Unfortunately, many conversations fail. Conversations are the work of a leader and the workhorses of an organization. While no single conversation is guaranteed to change the trajectory of a career, a company, a relationship or a life — any single conversation can. Practicing and championing fierce conversations company-wide enhances

levels of alignment, collaboration and partnership at all levels within the organization:

Whether it's coming up with a big idea, transforming a company into a great place to work, improving customer-renewal rates, enhancing cross-boundary collaboration or providing leadership development and the healthier financial performance that goes with it — success occurs one conversation at a time. We effect change by engaging in robust conversations with ourselves and others. Each conversation we have with co-workers, customers, significant others and children either enhances those relationships, flattens them or takes them down.

This two days course has been designed to help senior executives in re-shaping their conversations; as conversations are relationships and relationships are culture. Corporate success is more of robust, affirmative, intrinsic and genuine conversations.

Course Fee: Rs. 16, 500/- Per Head

18. Implementing Oracle 12C Data Guard

Lahore: October 24 – 25, 2016

Oracle Data Guard provides the management, monitoring, and automation software to create and maintain one or more standby databases to protect Oracle data from failures, disasters, human error, and data corruptions. Administrators can use either manual or automatic failover to a Data Guard standby database to maintain high availability for mission critical applications.

Hands-on exercises provide you with practical experience with Oracle 11g Data Guard. Exercise include: Building a fault-tolerant database, Enabling fast recovery with flashback database, Creating an Oracle 11g Data Guard environment etc.

Course Fee: Rs. 14,500/- Per Head

19. Inventory Management

Lahore: October 24 – 27, 2016

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: Rs. 17,500/- Per Head

20. Project Monitoring, Evaluation and Control

Lahore: October 25 – 28, 2016

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: Rs. 18,000/- Per Head

20. Human Resources Management

Lahore: October 31 – November 03, 2016

The course is designed to provide a sound basis of the field of HRM and how is HRM different from personnel management. The aim of the course is to provide the participants with the latest tools and techniques in the field with special reference to the Pakistani scenario.

Course Fee: Rs. 17,500/- Per Head

21. Skills In Administration

Lahore: October 31 – November 03, 2016

Administration is a process through which hundreds of activities are initiated, coordinated and controlled. The main instrument for administration are the rules, policies, procedures and work system which are designed to ensure that work gets done effectively with minimum time, effort and money. The course is designed for junior and middle level managers who want to enhance their administrative capabilities.

Course Fee: Rs. 18,000/- Per Head

22. Skills in Goal Setting and Work Planning

Lahore: October 31 - November 04, 2016

In this course extensive exposure to exercises will help participants to learn the concepts of corporate planning and its linkage with corporate objectives and the strategy for the accomplishment of each goal. The focus will be to help participants to learn the art of negotiating goals with others, and monitoring and controlling goals and their achievement.

Course Fee: Rs. 17,500/- Per Head

COURSES AT MANAGEMENT HOUSE, ISLAMABAD SEPTEMBER 2016

01. Conflict Management (FD)

Islamabad: September 26, 2016

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: Rs. 14,000/- Per Head