



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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March 07, 2016

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

MANAGEMENT DEVELOPMENT PROGRAM:

April – May, 2016

Dear Sir,

Please find enclosed the PIM's training schedule for the months of April – May 2016. Courses are scheduled for Karachi and Lahore. 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 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*.

COURSES AT MANAGEMENT HOUSE, KARACHI APRIL 2016

01. Development Course for Supervisors

Karachi: April 04 - 07, 2016

This course is designed to provide supervisors an opportunity to understand the basic principles, concepts and techniques of management that will contribute to their effectiveness in leading people and utilizing resources. This course is primarily suited for supervisors who have a large number of employees reporting to them.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

02. CPIM Module 2: Master Planning of Resources

Karachi: April 04 - 07, 2016

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Course Fee: Non-Members Rs. 18,500; Members Rs. 17,500; Contributory Members Rs. 16,500.

03. Enhancing Leadership Skills

Karachi: April 04 - 07, 2016

What are the attributes of quality leadership? How do we lead so our co-workers, supervisors and customers will want to follow us? Quality leaders create a compelling vision of the future and develop the strategies to achieve it. They lead with both emotional intelligence and work to move the organization forward. They are change creators and change managers. Drawing on examples from your life and work experience, research on leadership, and classroom thought stimulating exercises, this course offers key principles and proven strategies guaranteed to give participants the confidence and know-how to successfully practice the art and science of leadership.

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

04. Training Techniques for Trainers

Karachi: April 04 -08, 2016

Managers have to be good trainers for both the organization's success as well as for their own success. It is a key responsibility of managers to train and develop their subordinates however, organizations pay little attention to equip their managers with the necessary skills and knowledge to carry out these responsibilities successfully. This course is beneficial for all managers.

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

05. Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)

Karachi: April 04 - 08, 2016

Organizations spend large amount of capital on plants, machines, equipment, building and other physical assets. Therefore, it is imperative that these assets are maintained at peak condition with lowest overall cost to the organization.

The objective of this course is to present and compare various maintenance management approaches so that participants of the course could discover the best approach for their organization. This course also proposes how an effective maintenance Management Plan can be implemented in any organization.

Indented for the Maintenance Managers, Plant Managers, Manufacturing Managers and Operations Managers at middle and senior levels. This course also conveys as to what it takes to establish a typical Maintenance Management Department – the pitfalls and 'do's and don'ts'.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

06. Managing Training and Development Functions

Karachi: April 11 – 13, 2016

Retaining and developing skilled resource is very challenging for organizations. Today it is very critical to design and administer various mechanisms for its major stakeholders to keep them motivated and committed towards the organizations. A systematic approach in human capacity building is the key challenge for today's HRM managers. This course is designed to help the managers to find out the solutions they face while planning, managing and implementing the training and development as function. This program will provide professionals the essential techniques to manage the training and development needs of the employees and how to align it with the overall goals of the organization. This course is designed to enable the participants to understand the key elements of managing training function from Training Need Analysis to ROTI in the organizations.

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

07. Finance & Accounting for Non-Financial Executives (FD)

Karachi: April 11 – 13, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000

08. How to Improve Morale, Motivation and Commitment

Karachi: April 11 – 15, 2016

More than ever before, morale, motivation and productivity are key issues for today's managers. The work force has become increasingly differentiated in terms of its mobility, aspirations, training and responsiveness to incentives. The relationships between morale, motivation and productivity are no longer simple and straightforward. This workshop examines how these elements work together, how to diagnose dysfunctions and intervene positively through appropriate motivational strategies.

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

09. Executive Secretaries Course

Karachi: April 12 – 14, 2016

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. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

10. Improving Workplace Effectiveness Through Creativity and Innovation

Karachi: April 12 – 14, 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: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000.

11. Creativity Writing Skills

Karachi: April 13 – 15, 2016

The core function of Creative writers is to transform IDEAS into WORDS keeping in view the need of expressing these ideas through those words which are not difficult but different and stir a wave of comprehension among involved parties. It is so easy to write in an objective manner, as the business communication is an objective form of communication but it needs extensive intellectual effort and comprehensive mind-body relation to touch down the sensitive depth of ideas in a sophisticated and delicate way.

One cannot be a creative writer just on the basis of keeping prolific command over the targeted language, but it revolves around the critical and intricate process of analytical thinking through cogitation, contemplation and conviction. This course has been designed, especially for those who think 'out of the box' and are willing to write 'out of the way'. The fundamental method of training is purely case and exercise based with the help of which a sincere effort be undertaken to pave the way for participants to feel themselves in the shoes of a creative writer and invest the best out of the best when it comes to THINKING.

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

12. Assertiveness Skills

Karachi: April 18 – 20, 2016

Assertiveness is highly correlated with effective and persuasive communication; one which produces results. It is for this reason that today assertiveness is considered to be a key management skill. Assertive managers produce results and create success for themselves and their organization, and command respect and appreciation from their colleagues and peers at work.

Being assertive means when you learn to say NO without being aggressive or meek, it means feeling successful and not feeling guilty about it. It is the ability to formulate and communicate one's own thoughts, opinions and wishes in a clear, direct and non-aggressive way. Assertiveness is a skill which allows you to stand up for your rights in an appropriate manner, express your feelings, reach out to others and build equal relationships. Being assertive is the fundamental right of human beings, so why not start practicing it now.

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

13. Advanced Microsoft Excel

Karachi: April 18 – 21, 2016

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 required.

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

14. Project Monitoring, Evaluation and Control

Karachi: April 18 – 21, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

15. Problem Solving and Decision Making Skill

Karachi: April 18 – 22, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

16. Quality Assurance and Management

Karachi: April 18 – 22, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

17. Customer Service Excellence (FD)

Karachi: April 25, 2016

Customer satisfaction is must for the long term survival of any organization. Organization should therefore learn the latest tools and techniques for seeking customer satisfaction. The course is designed for everyone in an organization; from managers to staff as customer care is a responsibility of every person in an organization. The training will discuss the compelling reasons for customer care, will explain the type of customers, and will discuss some innovative techniques to serve customer well. The course uses a problem-based methodology in order to engage trainees actively in the learning process.

Course Fee: Non-Members Rs. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

18. Critical Drivers of Success for Managers

Karachi: April 25 - 27, 2016

Employee Performance Management supports strategy execution by providing a mechanism for aligning individual goals and behaviour with the strategic intent of the organisation. This mechanism formally referred to as successful performance drivers enhances the performance output of employees. The idea behind this is that by alerting managers of areas where individual

performance deviates from expectations, they can be encouraged to focus their attention on defined areas such as:

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

19. How Do Effective Managers Organize Themselves

Karachi: April 25 - 28, 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: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

20. The Power of Positive Thinking

Karachi: April 25 – 28, 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: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

20. Effective Communication Skills

Karachi: April 25 – 29, 2016

Communication is a manager's most important activity and he spends 90% of his time on it. Yet it is amazing how ineffective many managers are at the process. With effective communication, managers can make people, departments and organizations work more efficiently. This course is designed to teach managers effective skills in communication and to improve their communication styles.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

21. Effective Letters, Reports and Presentations

Karachi: April 25 – 29, 2016

Writing is an essential skill for every manager. Effective writing can influence decisions, win contracts, impress clients and ease clerical burden. This course lets participants develop and use effective writing styles, language and organizational techniques.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

COURSES AT MANAGEMENT HOUSE, LAHORE APRIL 2016

01. Financial Analysis: Concepts and Techniques

Lahore: April 04 - 07, 2016

The course is intended to develop skills to assess the overall financial position of the firm its strengths, weaknesses and the financial implications of alternative course of actions. This course will help in evaluating the performance of the organization, the course is useful for managers involved in corporate planning and control, as well as for personnel of DFI's and banks involved in the financial evaluation of clients. A basic understanding of accounting is a prerequisite.

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

02. Effective Letters, Reports and Presentations

Lahore: April 04 - 08, 2016

Writing is an essential skill for every manager. Effective writing can influence decisions, win contracts, impress clients and ease clerical burden. This course lets participants develop and use effective writing styles, language and organizational techniques.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

03. Personal Imaging

Lahore: April 05 - 06, 2016

Imaging is a communication tool which expresses our strengths, weaknesses, attitudes and attributes. It should be a genuine expression of us, 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. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

04. Production Operations Management (FD)

Lahore: April 05 – 07, 2016

Production Operations Management may be defined as the management of the direct resources required for production and is recognized today as a critical functional area within every organization. Today modern concepts like 'Lean Manufacturing', 'Supply Chain Management', 'Business Process Re-engineering', and 'TQM' have revolutionized the field of Production Operations Management. Creating a competitive advantage through production operations requires an understanding of how the operations function contributes to productivity growth.

This course presents the elements that comprise the field of Production Operations Management and introduces key operations management tools and concepts like Process Analysis & Selection, facility location, facility layout, lean manufacturing systems, Job shop scheduling & control. The course is designed for people involved in production operations like Production Managers, Production Supervisors, Plant Managers, Industrial Engineers, process & facility designers, etc.

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

05. SAP Business One

Lahore: April 05 - 08, 2016

SAP Business One is affordable, easy-to-use business management software designed specifically for small and midsize business. It enables enterprises to manage their critical business functions across sales, distribution and financials, all in a single integrated system. With SAP Business One, enterprises can instantaneously access a complete and up-to-minute view of their business, so that they can respond to customers faster and grow their business more profitably.

Course Fee: Non-Members Rs. 18,500; Members Rs. 17,500; Contributory Members Rs. 16,500.

06. Training Needs Analysis (FD)

Lahore: April 11 – 12, 2016

For effective development of employees the proper identification of training needs is critical. Training needs analysis is a key part of every manager's role but, unfortunately, seldom are managers equipped to deal with this specialist task.

The primary objective of this course is to provide the participants with relevant tools and techniques to assess the training needs within their respective roles.

Course Fee: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

07. Supply Chain Management

Lahore: April 11 – 14, 2016

Organizations all over the world are going through significant changes, refocusing on core activities and divesting themselves of many of the support functions traditionally carried 'in-house'. We are on the brink of a major movement towards outsourcing the logistics function. This development has led to the broader concept of logistics that encompasses the functions of both suppliers and customers in an integrated supply chain. The topics include value chain analysis, strategic partnerships and alliances, international operations, network optimization, best practices and benchmarking.

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

08. Kaizen: Tools for Continual Improvement

Lahore: April 11 – 15, 2016

It is an established fact that KAIZEN is the single most important concept behind Japan's economic 'miracle'. It is this concept and its practice that has enabled Japanese organizations to consistently create customer-satisfying products of superior quality, and meet the competition head-on.

KAIZEN is gradual, unending improvement, doing 'little things' better, setting and achieving ever-higher standards. It is the ability to adapt processes to changing customers and market requirements, and doing it fast. It is a corporate culture complete with all the tools and techniques to make it happen.

Aims of the Course:

- To present a clear understanding of what KAIZEN is
- How it is different from the western management practices?
- Different KAIZEN tools
- How these tools can be effectively applied in Pakistani industry?
- To present some Pakistani KAIZEN success stories

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

09. Improving Personal Effectiveness

Lahore: April 11 – 15, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

10. Handling Difficult People

Lahore: April 18 – 20, 2016

Do you have to deal with irate, rude, impatient, emotional, persistent or aggressive people? Do you come home from work stressed out from having had to deal with difficult people all day?

Businesses are learning the importance of having employees who are capable of handling all types of difficult people and situations. Employees who succeed in this area are in great demand.

This workshop encompasses techniques on how to manage difficult behavior of people and turn it into constructive and positive behavior.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

11. Implementation of ISO 9001:2015

Lahore: April 18 – 21, 2016

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

12. Planning & Scheduling with Primavera P6V15.2

Lahore: April 18 – 22, 2016

This course provides hands-on training for Primavera's Enterprise P6 Course. Participants will gain a thorough background in the concepts of scheduling and planning. This course leads you through hands-on workshop that creates and tracks an entire project to completion.

Course Fee: Non-Members Rs. 27,000; Members Rs. 25,500; Contributory Members Rs. 24,000.

13. Contracts Management

Lahore: April 25 – 28, 2016

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. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

14. Workshop on Developing Human Resource & Administrative Policy Manual

Lahore: April 25 – 28, 2016

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

15. Creating Competitive and Productive Mindset

Lahore: April 25 – 28, 2016

Course Fee: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

16. Enhancing Leadership Skills

Lahore: April 25 – 28, 2016

What are the attributes of quality leadership? How do we lead so our co-workers, supervisors and customers will want to follow us? Quality leaders create a compelling vision of the future and develop the strategies to achieve it. They lead with both emotional intelligence and work to move the organization forward. They are change creators and change managers. Drawing on examples from your life and work experience, research on leadership, and classroom thought stimulating exercises, this course offers key principles and proven strategies guaranteed to give participants the confidence and know-how to successfully practice the art and science of leadership.

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

17. Skills in Goal Setting and Work Planning

Lahore: April 25 – 29, 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: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

COURSES AT MANAGEMENT HOUSE, KARACHI MAY 2016

1. Negotiation Skills

Karachi: May 02 - 04, 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: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

2. Financial Analysis: Concepts and Techniques

Karachi: May 02 - 05, 2016

The course is intended to develop skills to assess the overall financial position of the firm its strengths, weaknesses and the financial implications of alternative course of actions. This course will help in evaluating the performance of the organization, the course is useful for managers involved in corporate planning and control, as well as for personnel of DFI's and banks involved in the financial evaluation of clients. A basic understanding of accounting is a prerequisite.

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

3. Internal Auditing for ISO 9001:2015

Karachi: May 02 - 05, 2016

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

4. Six Sigma: Green Belt (FD)

Karachi: May 02 - 06, 2016

Course Fee: Non-Members Rs. 30,000; Members Rs. 28,500; Contributory Members Rs. 27,000.

5. Integrating Balanced Scorecard with Strategy (FD)

Karachi: May 09 - 10, 2016

Course Fee: Non-Members Rs. 19,000; Members Rs. 18,000; Contributory Members Rs. 17,000.

6. Developing Managerial Competencies

Karachi: May 09 - 11, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

7. Presentation Skills for Managers

Karachi: May 09 – 12, 2016

Managers have to spend a lot of their valuable time, preparing for a formal or an informal presentation. This course is designed to impart skills that will help managers deliver their presentations with confidence and ease, so that their audience could easily grasp what is presented to them and get appropriately influenced.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

8. Inventory Management

Karachi: May 09 – 12, 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: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

9. Developing Performance Management System and Its Implementation

Karachi: May 16 – 19, 2016

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

10. Improving Personal Effectiveness

Karachi: May 16 – 20, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

11. Management Course for Junior Executives (FD)

Karachi: May 16 – 20, 2016

PIM's very popular course MJE is an ideal vehicle for giving first exposure in management to those who are about to begin their management careers, and to those who have recently been promoted to the management cadre. It covers, in considerable depth, the process of management and the functions of administration, modern concepts and practices in all functional areas of management e.g. Organizational Behavior and Management, Personnel Management, Marketing Management, Operations Management, Administrative Control, Financial Management etc.

Course Fee: Non-Members Rs. 23,000; Members Rs. 21,500; Contributory Members Rs. 20,000.

12. Principles of Good Management

Karachi: May 16 – 20, 2016

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. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

13. Creating Organizational Excellence

Karachi: May 23 – 25, 2016

Excellence is not an accomplishment. It is a spirit, a never ending process. Tom Peters and Robert Waterman define organizational excellence as continuous innovation in companies. They found that excellent companies were brilliant on the basics and managed to keep things simple in a complex world.

In this highly interactive three half day course, participants will learn practical tools and techniques to bring about the needed changes in their organizational culture to create sustainable organizational excellence. This course is recommended for senior managers in organizations, particularly those who are or would become decision makers, role models and catalysts to bring about cultural change in their organizations.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

14. Conflict Management (FD)

Karachi: May 23, 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: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

15. Effective Purchase Management (FD)

Karachi: May 30 -31, 2016

Purchasing is a managerial process that goes far beyond simply buying materials. It includes planning and policy procedures that cover a wide range of related activities. In analyzing business operations, the phrase 'value-added' expresses the difference between the cost of the component materials and the selling price of a finished product. The average company purchases goods and services valued at more than half of what it sells. An organization's profit is thus, to a large extent, determined by how effectively it procures and manages these materials.

The efficiency of any organization is correspondingly contingent on the availability of component parts and materials of the right quality, in the right quantity, at the right time, at the right price, from the right source and with delivery at the right place. Failure in any of these areas increases costs and decreases profit and can precipitate an economic crisis. In an increasingly globalized economy, buyers find it necessary to become world-class customers. They need to know their business so that they can effectively and efficiently satisfy the increasingly complex needs of their internal customers.

This course as a whole is designed to present the principles and procedures that represent the most professional approach to purchasing in the private, public and nonprofit sectors of our economy. This approach focuses mainly on industrial or commercial purchasing in contrast to purchasing by household consumers.

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

16. Contracts Management

Karachi: May 30 –June 02, 2016

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. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

17. Workshop on Developing Human Resource and Administrative Policy Manual

Karachi: May 30 – June 02, 2016

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

COURSES AT MANAGEMENT HOUSE, LAHORE MAY 2016

1. Managing Training and Development Functions

Lahore: May 02 – 04, 2016

Retaining and developing skilled resource is very challenging for organizations. Today it is very critical to design and administer various mechanisms for its major stakeholders to keep them motivated and committed towards the organizations. A systematic approach in human capacity building is the key challenge for today's HRM managers. This course is designed to help the managers to find out the solutions they face while planning, managing and implementing the training and development as function. This program will provide professionals the essential techniques to manage the training and development needs of the employees and how to align it with the overall goals of the organization. This course is designed to enable the participants to understand the key elements of managing training function from Training Need Analysis to ROTI in the organizations.

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

2. Skills in Administration

Lahore: May 02 – 05, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

3. Advanced MS Office 2013

Lahore: May 02 – 06, 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:

Word

- Long/complex documents
- Table of contents, index, etc
- Style sheets and themes
- Drawings and diagrams
- Templates
- Document security
- Customization
- Macros

PowerPoint

- Managing presentations
- Charts
- Tables
- Templates & Color Schemes
- Animation
- Multimedia
- Customized presentations

Excel

- Data manipulation
- Formulas and functions
- Tools
- Macros
- Working with Shared Workbooks

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

4. Knowledge Management & Organizational Development

Lahore: May 03 - 06, 2016

Knowledge Management (KM) refers to a range of practices used by organizations of identify create, represent, and distribute knowledge for reuse, awareness and learning across the organization. Knowledge Management programs are typically tied to organizational objectives and are intended to lead to the achievement of specific outcomes such as shared intelligence, improved performance, competitive advantage or higher levels of innovation.

Knowledge transfer (an aspect of Knowledge Management) has always existed in one form or another, for example through on-the-job peer discussions, formal apprenticeship, corporate libraries, professional

10. Oracle Application R 12 Financials

Lahore: May 16 – 19, 2016

Implementing General Ledger provides highly automated financial processing. It can import and post 42 million journal lines per hour, making it the fastest and most scalable general ledger on the market. It also provides tools for effective management control and real-time visibility to financial results — everything you need to meet financial compliance and improve your bottom line.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

11. The Art of Technical Writing and Its Advantages

Lahore: May 16 – 20, 2016

In a world of rapid technological development, companies are trying to find easy and effective ways to help existing or potential customers understand the advantages of their new products and services. This course will provide a better understanding of writing techniques and will enable you to use better words for a variety of technical subjects.

- Business correspondence and resumes
- Technical reports: structure & process
- Types of technical reports: an overview
- Business plans
- Proposals
- Progress reports
- Instruction
- User Guides
- Organizational policies and procedures
- Recommendation & feasibility reports
- Abstracts, introductions & conclusions
- Oral presentations

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

12. Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)

Lahore: May 16 – 20, 2016

Organizations spend large amount of capital on plants, machines, equipment, building and other physical assets. Therefore, it is imperative that these assets are maintained at peak condition with lowest overall cost to the organization.

The objective of this course is to present and compare various maintenance management approaches so that participants of the course could discover the best approach for their organization. This course also proposes how an effective maintenance Management Plan can be implemented in any organization.

Indented for the Maintenance Managers, Plant Managers, Manufacturing Managers and Operations Managers at middle and senior levels. This course also conveys as to what it takes to establish a typical Maintenance Management Department – the pitfalls and 'do's and don'ts'.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

13. Successfully Managing Multiple Projects: Effective Program and Portfolio Management

Lahore: May 17 – 19, 2016

Senior managers and experienced project managers/ project directors often do not get the luxury of managing only one project at a time. They are often called on to manage multiple projects, all at different stages and all going on simultaneously.

This training program provides participants with all the required skills to ensure successful completion of multiple projects

Course Fee: Non-Members Rs. 19,000; Members Rs. 18,000; Contributory Members Rs. 17,000.

14. Distribution and Channel Management (FD)

Lahore: May 23 – 24, 2016

In the marketing mix, all other P's are easy to copy except the place. Strategy around the place is powerful. It is woven around networking and relationship with customers, distributors, wholesalers, and retailers.

Organizations look at their Channel Excellence as one of its Sustainable Competitive Advantage. In addition, distribution activities have to be scientifically researched, planned, and monitored through a team of sales organization. This team must be motivated, energized, evaluated and coached with a continuous improvement drive in an organization.

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

15. Improving Workplace Effectiveness Through Creativity and Innovation

Lahore: May 23 – 25, 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: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000.

16. Data Analysis & Business Decision (for Advanced Users) in Excel

Lahore: May 23 – 25, 2016

In the today's challenging business environment, one of the most sought after skill for professionals is their ability to quickly analyze, summarize, present and report on the available data. This course is designed with a practical, easy-to-learn approach towards unleashing the power of Microsoft Excel to build interactive management dashboards and advanced data analysis and reporting features. It aims to equip participants with adequate knowledge and skills to understand how to create dashboards that facilitate the reporting of key performance indicators (KPIs).

Course Fee: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

17. Effective Communication Skills

Lahore: May 23 – 27, 2016

Communication is a manager's most important activity and he spends 90% of his time on it. Yet it is amazing how ineffective many managers are at the process. With effective communication, managers can make people, departments and organizations work more efficiently. This course is designed to teach managers effective skills in communication and to improve their communication styles.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

18. How to Improve Morale, Motivation and Commitment

Lahore: May 23 – 27, 2016

More than ever before, morale, motivation and productivity are key issues for today's managers. The work force has become increasingly differentiated in terms of its mobility, aspirations, training and responsiveness to incentives. The relationships between morale, motivation and productivity are no longer simple and straightforward. This workshop examines how these elements work together, how to diagnose dysfunctions and intervene positively through appropriate motivational strategies.

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

19. Fierce Conversations

Lahore: May 30 – 31, 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 employees' capacity to serve as effective agents for strategic success, structuring the basis for high 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.

Course Fee: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

20. Building Resilience: Prepare yourself to thrive in Challenging Times

Lahore: May 30 – June 01, 2016

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

21. Assertiveness Skill

Lahore: May 30 – June 01, 2016

Assertiveness is highly correlated with effective and persuasive communication; one which produces results. It is for this reason that today assertiveness is considered to be a key management skill. Assertive managers produce results and create success for themselves and their organization, and command respect and appreciation from their colleagues and peers at work.

Being assertive means when you learn to say NO without being aggressive or meek, it means feeling successful and not feeling guilty about it. It is the ability to formulate and communicate one's own thoughts, opinions and wishes in a clear, direct and non-aggressive way. Assertiveness is a skill which allows you to stand up for your rights in an appropriate manner, express your feelings, reach out to others and build equal relationships. Being assertive is the fundamental right of human beings, so why not start practicing it now.

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

21. Internal Auditing for ISO 9001:2015

Lahore: May 30 – June 02, 2016

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

21. Development Course for Supervisors

Lahore: May 30 – June 02, 2016

This course is designed to provide supervisors an opportunity to understand the basic principles, concepts and techniques of management that will contribute to their effectiveness in leading people and utilizing resources. This course is primarily suited for supervisors who have a large number of employees reporting to them.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500..