

Government of Pakistan  
Ministry of Commerce

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Islamabad, the 14<sup>th</sup> July, 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 JULY, 2015 TO JANUARY, 2016, BEING HELD AT KARACHI, LAHORE, ISLAMABAD AND QUETTA :**

Copy of Pakistan Institute of Management, Karachi's letter No. Nil, dated 22-06-2015 along with PIM's trainings and it's fee chart scheduled to be held for the month of **July, 2015 to January 2016** as per list attached is forwarded with the request that the nomination of suitable officers duly approved/recommended by their respective officers may be furnished to this section **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**.

  
(Muhammad Faridoon)  
Section Officer (Admn-I)

**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 AND PRODUCTION  
MANAGEMENT HOUSE, SHAHRAH IRAN, CLIFTON, KARACHI-75600  
Tel: (9221) 99251711-14 Fax: (9221) 99251715-16 E-Mail: [program@pim.com.pk](mailto:program@pim.com.pk)

June 22, 2015

SP355-YY

MR. KHURRAM SHERAZ GONDAL  
SECTION OFFICER (ADMIN-1)  
MINISTRY OF COMMERCE  
BLOCK-A, PAK SECRETARIAT

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ISLAMABAD  
051-9201011

Subjects: **PIM'S TRAINING CALENDAR AND FEE CHART: JULY 2015 TO JANUARY 2016**

Dear Sir/Madam:

Please find enclosed PIM training calendar for the period of July 2015 to January 2016 along with fees structure with respect to various membership categories.

Kindly send us nominations for your required trainings at your earliest. Please let us know if we can be of service to you in reviewing how our training and development programs match the particular needs of your organization. In-house trainings can also be arranged for your organization with a group of at least 10 participants.

We look forward to hearing from you.

Best Regards,

Adeel Zeerak

Registrar & Chief Management Counselor

Enclosed:

- Training Schedule, July 2015 to January 2016.
- Fee Chart, July 2015 to January 2016.

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

Tel: (042) 99263133-35 & 99263137, Fax: (042) 99263138 E-Mail: [pimlhc@pim.com.pk](mailto:pimlhc@pim.com.pk)

Dy. No. 289  
Dated: 13-07-2015





# PAKISTAN INSTITUTE OF MANAGEMENT

## CALENDAR OF EVENTS

(JULY 2015 to JANUARY 2016)

Progress  
through Better  
Management

### KARACHI

Jul 27 - 31	Quality Assurance and Management	Nov 16 - 20	Effective Communication Skills
Aug 01 - 04	Skills in Supervision	Nov 17 - 19	Assertiveness Skills
Aug 03	Developing Sustainable Leadership in the Organization (FD)	Nov 23 - 25	Executive Secretaries Course
Aug 03 - 07	The Art of Technical Writing & its Advantages	Nov 23 - 26	Organizational Performance Management: Management Tools for Improving Performance Indicators (FD)
Aug 10 - 14	Teamwork: Getting People to Work Together		
Aug 17 - 20	Advanced MS Excel	Nov 23 - 27	Training Techniques for Trainers
Aug 24 - 26	Cost & Management Accounting For Non - Financial Manager	Nov 23 - 27	Principles of Good Management
Aug 24 - 27	Human Resource Management	Nov 23 - 27	Quality Assurance and Management
Aug 24 - 27	Skills in Administration	Nov 30 - Dec 02	Finance & Accounting for Non-Financial Executives (FD)
Aug 31-Sep 01	Effective Purchase Management (FD)	Nov 30 - Dec 02	Improving Workplace Effectiveness through Creativity & Innovation
Aug 31-Sep 04	How to Improve Morale, Motivation and Commitment	Dec 01 - 03	Conflict Management
Aug 31-Sep 01	How to Conduct Effective Meetings	Dec 07 - 09	Creating Organizational Excellence
Aug 31-Sep 01	Leading Growth through customer centricity (FD) (NEW)	Dec 07 - 10	Inventory Management
Sep 07 - 09	Management by Objectives	Dec 07 - 11	Problem Solving and Decision Making Skills
Sep 07 - 11	Workshop on Developing Human Resource and Administrative Policy Manual	Dec 08 - 11	Project Monitoring, Evaluation & Control
		Dec 14 - 16	Essential Skills for New Managers
Sep 14 - 17	Event Management Skills	Dec 14 - 16	Developing Managerial Competencies
Sep 14 - 18	Six Sigma: Green Belt (FD) (NEW)	Dec 21 - 22	Managerial Transition: Form operational manager to strategic thinker (FD)
Sep 14 - 18	Skills in Goal Setting and Work Planning		
Sep 14 - 18	Workshop on Project Management	Dec 21 - 25	CPIM Module 1: Basics of Supply Chain
Sep 14 - 18	Effective Letters, Reports and Presentations	Dec 28 - 31	Data Analysis Techniques for Effective Decision Making
Sep 28 - Oct 01	The Power of Positive Thinking	Dec 28 - 31	How do Effective Manager Organize Themselves
Oct 05 - 07	Strategic Management	Dec 28 - Jan 01	Improving Spoken English Skills
Oct 05 - 07	Negotiation Skills	Dec 29	Customer Service Excellence (FD)
Oct 05 - 08	Development Course for Supervisors	Jan 04	Competitive Intelligence (FD)
Oct 12 - 15	Marketing For Non-Marketers (NEW)	Jan 05 - 07	Stress Management
Oct 12 - 16	Advanced MS Office	Jan 05 - 08	Successfully Managing Multiple Projects: Effective Program and Portfolio Management
Oct 13 - 16	Enhancing Leadership Skills		
Oct 26 - 28	Creative Writing Skills	Jan 11 - 14	Internal Auditing for ISO 9001:2008
Oct 26 - 29	Materials Handling and Warehousing	Jan 11 - 15	Improving Personal Effectiveness
Oct 27 - 28	Counselling Skills	Jan 12 - 14	Building Resilience: Prepare Yourself to thrive in Challenging Times (NEW)
Oct 27 - 29	Handling Difficult People		
Nov 02 - 05	Supply Chain Management	Jan 18 - 20	Effective Business Intelligence for Marketing & Sales
Nov 02 - 05	Contracts Management	Jan 18 - 20	Managing Training and Development Functions
Nov 02 - 06	Management Course for Junior Executives (FD)	Jan 18 - 22	Kaizen: Tools for Continual Improvement
Nov 03 - 04	Productivity Management: Efficient Utilization of Organizational Resources (FD)	Jan 18 - 22	Basics of Business English
		Jan 25 - 26	Strategy Execution (FD) (NEW)
Nov 10 - 12	Behavioral Skills for Successful Managers	Jan 25 - 28	Advanced MS Excel
Nov 10 - 13	Financial Analysis: Concepts and Techniques	Jan 26 - 27	Personal Imaging
Nov 11	How to Achieve Higher Results (FD)	<b>ISLAMABAD</b>	
Nov 16 - 18	Dashboard Reporting & Advanced Data Analysis with MS Excel	Aug 03 - 06	Data Analysis Techniques for Effective Decision Making
Nov 16 - 19	Presentation Skills for Managers	Oct 12 - 15	Contracts Management
Nov 16 - 19	Knowledge Management & Organizational Development	Oct 27 - 29	Conflict Management
Nov 16 - 20	Developing Performance Management System and its Implementation	Dec 28 - Jan 01	Teamwork: Getting People to Work Together
		Jan 25 - 28	Blue Ocean Strategy: Creating Innovative Business Model to make Competition Irrelevant

FD= Full Day

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.



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### FOR DETAILS AND REGISTRATION

**KARACHI:** The Program Office, PIM, Shahrah-e-Iran, Clifton, Karachi. Tel: (021) 9925 1718 EPABX: (021) 9925 1711-14, Fax: (021) 9925 1715-16, email: [program@pim.com.pk](mailto:program@pim.com.pk)

**LAHORE:** The Program Office, PIM, 70-B/2, Gulberg-III, Lahore. Tel: (042) 9926 3137, EPABX: (042) 9926 3133-35, Fax: (042) 99263138, email: [pimlhe@pim.com.pk](mailto:pimlhe@pim.com.pk)



Website: [www.pim.com.pk](http://www.pim.com.pk)

Email: [program@pim.com.pk](mailto:program@pim.com.pk)  
[pimlhe@pim.com.pk](mailto:pimlhe@pim.com.pk)





# PAKISTAN INSTITUTE OF MANAGEMENT

## CALENDAR OF EVENTS

(JULY 2015 to JANUARY 2016)

Progress  
through Better  
Management

### LAHORE

Jul 27 - 29	Effective Business Intelligence for Marketing & Sales	Nov 23 - 27	Teamwork: Getting People to Work Together
Aug 10 - 12	Strategic Management	Nov 24 - 27	Enhancing Leadership Skills
Aug 10 - 13	How do Effective Manager Organize Themselves	Nov 30-Dec 02	Effective Business Intelligence for Marketing & Sales
Aug 10 - 13	Workshop on Project Management	Nov 30-Dec 03	Advanced MS Excel
Aug 17	Customer Service Excellence (FD)	Nov 30-Dec 03	Development Course for Supervisors
Aug 17 - 18	Developing Performance Management System and its Implementation (FD)	Nov 30-Dec 04	Skills in Goal Setting and Work Planning
Aug 17 - 20	Presentation Skills for Managers	Dec 07 - 08	Personal Imaging
Aug 17 - 20	Event Management Skills	Dec 07 - 08	Effective Purchase Management (FD)
Aug 17 - 21	Advanced MS Access 2010 with MySQL Server	Dec 07 - 08	Counselling Skills
Aug 24 - 27	Marketing For Non-Marketers (NEW)	Dec 07 - 09	Workshop on Developing Human Resource and Administrative Policy Manual (FD)
Aug 25	How to Achieve Higher Results (FD)	Dec 07 - 10	Contracts Management
Sep 07 - 09	Finance & Accounting for Non-Financial Executives (FD)	Dec 07 - 11	Advanced MS Office 2010
Sep 07 - 10	Data Analysis Techniques for Effective Decision Making	Dec 14 - 16	Strategic Marketing (FD)
Sep 07 - 10	Inventory Management	Dec 14 - 17	Internal Auditing for ISO 9001:2008
Sep 07 - 11	Management Course for Junior Executives (FD)	Dec 14 - 17	Skills in Administration
Sep 14 - 16	3D Presentation Skills Using PowerPoint & Flash Tools	Dec 14 - 18	Effective Communication Skills
Sep 14 - 17	Knowledge Management & Organizational Development	Dec 15 - 17	Handling Difficult People
Sep 14 - 18	CPIM Module 2: Master Planning of Resources	Dec 28	Developing Sustainable Leadership in the Organization (FD)
Sep 14 - 18	Kaizen: Tools for Continual Improvement	Dec 28 - 30	Conflict Management
Sep 15 - 16	Productivity Management: Efficient Utilization of Organizational Resources (FD)	Dec 28 - 30	Executive Secretaries Course
Sep 28 - 30	Improving Workplace Effectiveness through Creativity & Innovation	Dec 28 - 31	Oracle Applications R12 - Financials
Sep 28 - Oct 02	Learn MS Office 2010 in 5 Days	Jan 04 - 05	Distribution and Channel Management (FD)
Sep 30	Competitive Intelligence (FD)	Jan 04 - 06	Negotiation Skills
Oct 05 - 08	Supply Chain Management	Jan 11 - 13	Creative Writing Skills
Oct 05 - 08	Selling Competencies	Jan 11 - 13	Data Analysis & Business Decisions (for Advanced Users) in Excel
Oct 05 - 09	Basics of Business English	Jan 11 - 14	Financial Management Course
Oct 06 - 09	Project Monitoring, Evaluation & Control	Jan 11 - 14	Materials Handling and Warehousing
Oct 12 - 14	Oracle Database 12c Disaster & Recovery	Jan 18 - 20	Cost & Management Accounting For Non- Financial Manager
Oct 12 - 14	Developing Managerial Competencies	Jan 18 - 22	Planning & Scheduling with Primavera P6 V8
Oct 12 - 15	The Power of Positive Thinking	Jan 19 - 21	Assertiveness Skills
Oct 27 - 30	Successfully Managing Multiple Projects: Effective Program and Portfolio Management	Jan 19 - 22	Skills in Supervision
Nov 02 - 04	Art of Peak Performance	Jan 25 - 28	Human Resource Management
Nov 02 - 04	Management by Objectives	Jan 25 - 29	The Art of Technical Writing & its Advantages
Nov 02 - 06	Six Sigma: Green Belt (FD)	Jan 25 - 29	CPIM Module 1: Basics of Supply Chain
Nov 02 - 06	Improving Personal Effectiveness	<div>QUETTA</div>	
Nov 02 - 06	Effective Letters, Reports and Presentations		
Nov 10 - 11	Managing Training and Development Functions (FD)		
Nov 16 - 17	Managerial Transition: Form operational manager to strategic thinker (FD)		
Nov 16 - 19	SAP Business One		
Nov 16 - 20	How to Improve Morale, Motivation and Commitment		
Nov 16 - 20	Problem Solving and Decision Making Skills		

FD= Full Day

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.



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# PAKISTAN INSTITUTE OF MANAGEMENT

**FEES CHART**  
(JULY 2015 to JANUARY 2016)

Progress  
through Better  
Management

Name of Course	Fee (PKR)	Members (PKR)	Contribution (PKR)
How To Achieve Higher Results	21,000	19,500	18,000
How to Conduct Effective Meetings	8,500	8,000	7,500
How to Conduct Successful Selection Interviews	12,000	11,000	10,000
How to Improve Morale, Motivation and Commitment	17,500	16,500	15,500
Human Resource Management	17,000	16,000	15,000
Implementing Oracle 12c Data Guard	10,000	9,000	8,000
Improving Personal Effectiveness	17,500	16,500	15,500
Improving Spoken English Skills	14,000	13,000	12,000
Improving Workplace Effectiveness through Creativity & Innovation	12,000	11,000	10,000
Internal Auditing for ISO 9001:2008	13,000	12,000	11,000
Inventory Management	14,000	13,000	12,000
Kaizen: Tools for Continual Improvement	16,000	15,000	14,000
Knowledge Management & Organizational Development	15,000	14,000	13,000
Leading Growth through Customer Centricity (NEW)	18,000	17,000	16,000
Learn MS Office 2010 in 5 Days	11,000	10,000	9,000
Management by Exception	10,000	9,000	8,000
Management by Objectives	11,000	10,000	9,000
Management Course for Junior Executives (FD)	20,000	18,500	17,000
Managerial Transition: Form operational manager to strategic thinker (FD)	16,000	15,000	14,000
Managing Training and Development Functions	12,000	11,000	10,000
Marketing for Non-Marketers (NEW)	15,000	14,000	13,000
Materials Handling and Warehousing	15,500	14,500	13,500
Negotiation Skills	14,000	13,000	12,000
Oracle Applications R12 – Financials	14,000	13,000	12,000
Oracle Database 12c Disaster & Recovery	14,000	13,000	12,000
Organizational Performance Management: Management Tools for Improving Performance Indicators (FD)	19,000	18,000	17,000
Personal Imaging	8,500	8,000	7,500
Planning & Scheduling with Primavera P6 V8	24,000	22,500	21,000
Presentation Skills for Managers	14,000	13,000	12,000
Principles of Good Management	16,500	15,500	14,500
Problem Solving and Decision Making Skills	19,000	18,000	17,000
Productive Corporate Mannerism The Smart Way (FD)	8,500	8,000	7,500
Productivity Management: Efficient Utilization of Organizational Resources (FD)	15,000	14,000	13,000
Project Monitoring, Evaluation & Control	15,500	14,500	13,500
Quality Assurance and Management	16,000	15,000	14,000
Resilience Training for Managers	12,000	11,000	10,000
SAP Business One	15,000	14,000	13,000
Selling Competencies	15,000	14,000	13,000
Six Sigma: Green Belt (FD)	25,000	23,500	22,000
Skills in Administration	15,000	14,000	13,000
Skills in Goal Setting and Work Planning	16,000	15,000	14,000
Skills in Supervision	16,500	15,500	14,500
Strategy Execution (FD) (NEW)	25,000	24,000	23,000
Strategic Management	29,000	27,500	26,000
Strategic Marketing Planning	21,000	20,000	19,000
Stress Management	12,000	11,000	10,000
Successfully Managing Multiple Projects: Effective Program and Portfolio Management	16,000	15,000	14,000
Supply Chain Management	17,500	16,500	15,500
Teamwork: Getting People to Work Together	17,000	16,000	15,000
The Art of Technical Writing & its Advantages	16,500	15,500	14,500
The Power of Positive Thinking	14,000	13,000	12,000
Training Techniques for Trainers	16,500	15,500	14,500
Workshop on Developing Human Resource and Administrative Policy Manual	17,000	16,000	15,000
Workshop on Project Management	17,500	16,500	15,500

Note: PIM reserves the right to change the fee structure for all courses.  
Note: All fees are exclusive from all taxes.



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# PAKISTAN INSTITUTE OF MANAGEMENT

## FEES CHART

(JULY 2015 to JANUARY 2016)

Progress  
through Better  
Management

Name of Course			
3D Presentation Skills Using PowerPoint & Flash Tools	8,500	8,000	7,500
Advanced MS Access 2010 with MySQL Server	11,000	10,000	9,000
Advanced MS Excel	10,000	9,000	8,000
Advanced MS Office	11,000	10,000	9,000
Advanced MS Office 2010	11,000	10,000	9,000
Art of Peak Performance	12,000	11,000	10,000
Assertiveness Skills	11,000	10,000	9,000
Basics of Business English	14,000	13,000	12,000
Behavioral Skills for Successful Managers	16,000	15,000	14,000
Blue Ocean Strategy: Creating Innovative Business Model to make Competition Irrelevant	17,000	16,000	15,000
Building Resilience: Prepare Yourself to thrive in Challenging Times (NEW)	12,000	11,000	10,000
Competitive Intelligence (FD)	9,000	8,500	8,000
Conflict Management	11,000	10,000	9,000
Contracts Management	18,000	17,000	16,000
Cost & Management Accounting For Non - Financial Managers	12,000	11,000	10,000
Counselling Skills	11,000	10,000	9,000
CPIM Module 1: Basics of Supply Chain	16,000	15,000	14,000
CPIM Module 2: Master Planning of Resources	16,500	15,500	14,500
Creating Organizational Excellence	14,500	13,500	12,500
Creative Writing Skills	9,000	8,500	8,000
Customer Service Excellence (FD)	8,500	8,000	7,500
Dashboard Reporting & Advanced Data Analysis with MS Excel	9,000	8,500	8,000
Data Analysis & Business Decisions (for Advanced Users) in Excel	14,000	13,000	12,000
Data Analysis Techniques for Effective Decision Making	14,000	13,000	12,000
Developing Managerial Competencies	16,500	15,500	14,500
Developing Performance Management System and its Implementation (NEW)	16,500	15,500	14,500
Developing Sustainable Leadership in the Organization (FD)	9,500	9,000	8,500
Development Course for Managers	17,000	16,000	15,000
Development Course for Supervisors	14,500	13,500	12,500
Distribution and Channel Management (FD)	18,000	17,000	16,000
Economics Tool and Techniques for Decision Making	15,000	14,000	13,000
Effective Business Forecasting for Future Planning	17,500	16,500	15,500
Effective Business Intelligence for Marketing & Sales	10,500	9,500	8,500
Effective Communication Skills	17,500	16,500	15,500
Effective Dangerous Goods Handling (FD)	16,000	15,000	14,000
Effective Letters, Reports and Presentations	15,500	14,500	13,500
Effective Project Proposals (FD)	14,000	13,000	12,000
Effective Purchase Management (FD)	15,000	14,000	13,000
Effective Time Management	14,500	13,500	12,500
Electronic Commerce as New Business Technique (FD)	17,000	16,000	15,000
Enhancing Analytical Skills of Managers	11,500	10,500	9,500
Enhancing Leadership Skills	18,000	17,000	16,000
Essential Skills for New Managers	13,000	12,000	11,000
Event Management Skills	14,000	13,000	12,000
Executive Secretaries Course	14,000	13,000	12,000
Finance & Accounting for Non-Financial Executives (FD)	16,000	15,000	14,000
Financial Analysis: Concepts and Techniques	14,500	13,500	12,500
Financial Management Course	15,000	14,000	13,000
How do Effective Manager Organize Themselves	13,500	12,500	11,500
Handling Difficult People	14,500	13,500	12,500

P.T.

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# **Pakistan Institute of Management**

## **Upcoming Evening Diploma & Certification Programs**

<b>Diploma in Project Management</b> <ul style="list-style-type: none"> <li>➤ STARTING - JULY 29, 2015</li> <li>➤ DURATION - 4 MONTHS</li> <li>➤ TIMINGS - 6.00 PM TO 9.00 PM</li> <li>➤ DAYS - MONDAY &amp; WEDNESDAY</li> <li>➤ INVESTMENT COST - Rs. 39,000/</li> </ul>	<b>CSCP Preparatory Classes</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 02, 2015</li> <li>➤ DURATION - 4 MONTHS</li> <li>➤ TIMINGS - 10.00 AM TO 4.00 PM</li> <li>➤ DAYS - SUNDAY ONLY</li> <li>➤ INVESTMENT COST - Rs. 39,000/</li> </ul>	<b>Diploma in Accounting &amp; Finance</b> <ul style="list-style-type: none"> <li>➤ STARTING - APRIL 04, 2015</li> <li>➤ DURATION - 3 MONTHS</li> <li>➤ TIMINGS - 6.00 PM TO 9.00 PM</li> <li>➤ DAYS - MONDAY &amp; WEDNESDAY</li> <li>➤ INVESTMENT COST - Rs. 36,000/</li> </ul>
<b>Certified Professional Secretaries &amp; Personal Assistants Program</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 04, 2015</li> <li>➤ DURATION - 3 MONTHS</li> <li>➤ TIMINGS - 6.00 PM TO 9.00 PM</li> <li>➤ DAYS - TUESDAY &amp; THURSDAY</li> <li>➤ INVESTMENT COST - Rs. 20,000/</li> </ul>	<b>Diploma in Marketing Sales &amp; Distribution Management</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 06, 2015</li> <li>➤ DURATION - 4 MONTHS</li> <li>➤ TIMINGS - 6.00 PM TO 9.00 PM</li> <li>➤ DAYS - TUESDAY &amp; THURSDAY</li> <li>➤ INVESTMENT COST - Rs. 36,000/</li> </ul>	<b>PIM's Certified Professional Program in Health Safety &amp; Environment</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 20, 2015</li> <li>➤ DURATION - 4 MONTHS</li> <li>➤ TIMINGS - 6 P.M. TO 9 P.M.</li> <li>➤ DAYS - TUESDAY &amp; THURSDAY</li> <li>➤ INVESTMENT COST - Rs. 39,000/</li> </ul>
<b>CPIM Preparatory Classes for All Modules</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 23, 2015</li> <li>➤ DURATION - 5 MONTHS</li> <li>➤ TIMINGS - 10.00 AM TO 4.00 PM</li> <li>➤ DAYS - SUNDAY ONLY</li> <li>➤ INVESTMENT COST - Rs. 45,000/</li> </ul>	<b>IT Service Management Certification Program with ITIL 3.0</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 23, 2015</li> <li>➤ DURATION - 02 MONTHS</li> <li>➤ TIMINGS - 10.00 A.M. TO 4.00 P.M.</li> <li>➤ DAYS - SUNDAY ONLY</li> <li>➤ INVESTMENT COST - Rs. 25,000/</li> </ul>	<b>Business English Program</b> <ul style="list-style-type: none"> <li>➤ STARTING - AUGUST 24, 2015</li> <li>➤ DURATION - 3 MONTHS</li> <li>➤ TIMINGS - 6.00 PM TO 9.00 PM</li> <li>➤ DAYS - MONDAY &amp; WEDNESDAY</li> <li>➤ INVESTMENT COST - Rs. 18,000/</li> </ul>

***For details and application form, please visit our website: [www.pim.com.pk](http://www.pim.com.pk)***

**Contact:** Diploma Office, **PAKISTAN INSTITUTE OF MANAGEMENT,**  
Management House, Shahrah-e-Iran, Clifton, Karachi

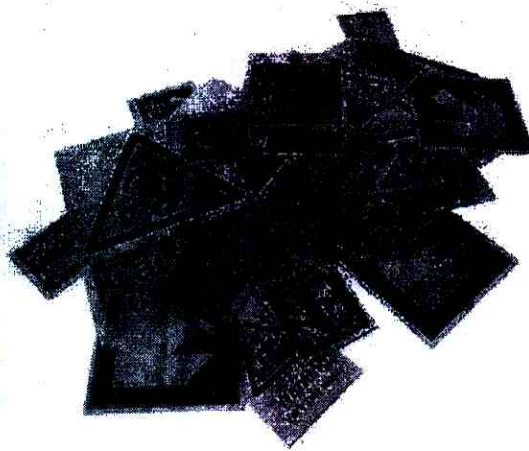
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## PIM's Certified HSE Professional Practitioner Program in **Health, Safety and Environmental (HSE)**

This course is specially designed and developed according to the market demands and needs of today's emerging international and global persuasive strategies into the local market.

HSE training is a key element in the prevention of work-related injuries, illnesses and death. When educated on safety procedures, participants will know how to prevent accidents in the workplace, and will also learn how to respond efficiently if presented with a dangerous situation. Another benefit of safety training is a reduction in accident and incident rates, which reflects favorably on the organization. Safety training is also important because it provides a way for companies to document proof that such training has occurred, protecting it from potential lawsuits involving injuries.



### **THE OBJECTIVE:**

The objective of the Professional Certificate in Occupational Health, Safety and Environmental (HSE) is to provide HSE managers and engineers with proper information and skills to develop and implement a variety of safety & occupational health programs at the workplace in order to protect personnel, equipment, production and the workplace environment.

### **CONTENTS:**

Among others, the Program includes the following topics:

- Introduction to Health Safety Environment(HSE)
- Introduction to Occupational Health
- Occupational & Industrial Hazards
- Health & Safety Management System
- The Work Place Safety
- Incident command & Control
- Safe Handling & Storage of Chemicals
- Safe Disposal of Chemical
- Advance Risk Assessment
- Incident Investigation & Reporting
- Incident Root Cause Analysis
- & Managing Contractors
- Fundamental of Occupational Safety & Loss Prevention
- Waste Management
- Pollution Prevention & Employing Green Technology
- Pakistan Environmental Protection Act
- Environmental Management Standards
- Hazardous Waste Determination Flow Chart
- Water & Land Pollution
- Air Pollution Type & Measurement

### **WHO SHOULD PARTICIPATE?**

- Managing Directors
- DMDs
- Directors
- Vice Presidents
- Heads
- Managers
- Specialists
- Team Leaders
- Consultants & Advisors
- Safety Officers/Field Engineers

### **PROGRAM DURATION/TIMINGS/DAYS**

This Program is of 4-months' duration starting from **August 20, 2015**. Classes will be held Tuesday & Thursday during 6:00 pm to 9:00 pm.

### **PROGRAM FEE**

The fee for the entire Program is **Rs 39,000/-**