

MOST IMMEDIATE

No. 2(7)/2016-HR&CP
Government of Pakistan
Ministry of Commerce
Islamabad



Islamabad, the 20th September, 2016.

C I R C U L A R

Subject: **MANAGEMENT DEVELOPMENT PROGRAM SCHEDULED TO BE HELD IN LAHORE AND ISLAMABAD DURING THE MONTH OF SEPTEMBER-OCTOBER, 2016.**

Nomination of suitable officers for the subject training scheduled to be held in the Month of November – December 2016 at PIM, Lahore duly approved by heads of respective wings may be furnished to this office at least 15 days before the commencement of each training course.

2. The schedule of subject training program can be downloaded from the website of Ministry of Commerce.



(Ali Rasul)
Deputy Director (MoC)

All BS-17 and above Officers of Ministry of Commerce, Islamabad.



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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August 30, 2016

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

MANAGEMENT DEVELOPMENT PROGRAM: November – December, 2016

Dear Sir,

Please find enclosed the PIM's training schedule for the months of November – December 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

Adeel Zeerak

Registrar

Encls: As above*.

COURSES AT MANAGEMENT HOUSE, LAHORE NOVEMBER & DECEMBER 2016

01. Art of Peak Performance

Lahore: November 07 – 10, 2016

Increasingly, people want to find a balance between work, personal and family lives that enables success in each area. Finding this balance is difficult but, when found, the benefits to the individual and the organization are enormous. In an increasingly pressurized environment, this course will help employees at all levels to take control of their working lives and achieve the goals and objectives of their job.

This engaging program is highly participative and covers a wide variety of personal organization and personal effectiveness topics. By the end of the course, participants will have practical and worthwhile action points that they can implement immediately to help improve their effectiveness in, and away from, the work.

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

02. Getting Massive Results with the Least Action

Lahore: November 07 – 10, 2016

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

03. Production Operation Management (FD)

Lahore: November 08 – 10, 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: Rs. 18,000/- Per Head

04. Handling Difficult People

Lahore: November 14 – 16, 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: Rs. 17,500/- Per Head

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: Rs. 16,000/- Per Head

10. Data Analysis Techniques for Effective Decision Managing

Lahore: November 21 – 24, 2016

Managerial Skills can be enhanced by using effective decision making skills that depends upon various quantitative decision making tools. The understanding and use of statistical tools and techniques is critically important in effective and rational decision making. The course is designed by keeping in view this important objective.

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

11. How to Improve Morale, Motivation and Commitment

Lahore: November 21 – 25, 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: Rs. 18,000/- Per Head

12. Kaizen: Tools for Continuous Improvement

Lahore: November 21 – 25, 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: Rs. 18,000; Peer Head

13. Developing Business Acumen (FD)

Lahore: November 28 – 29, 2016

Through our Business Acumen workshop your participants will improve their judgment and decisiveness skills. Business Acumen is all about seeing the big picture and recognizing that all decisions no matter how small can have an effect on the bottom line. Your participants will increase their financial literacy and improve their business sense.

17. Team Work: Getting People to Work Together

Lahore: December 05 – 08, 2016

Poor team-work is a phenomenon which many organizations suffer from. Getting people to work together in a cooperative and collaborative manner, calls for skills and attitudes on the part of managers and group members which experience alone does not teach. This course has been specially designed to help managers improve team-work and organizational effectiveness, and will benefit managers at all levels.

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

18. Development Course for Supervisors

Lahore: December 05 – 08, 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: Rs. 17,500/- Per Head

19. Improving Personal Effectiveness

Lahore: December 05 – 09, 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. 18,000/- Per Head

20. Improving Workplace Effectiveness Through Creativity and Innovation

Lahore: December 06 – 08, 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

20 Effective Letters, Reports and Presentations

Lahore: December 05 – 09, 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: Rs. 17,000/- Per Head

21. Conflict Management (FD)

Lahore: December 15, 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

27. Developing Performance Management System and Its Implementation

Lahore: December 26 – 29, 2016

Business and business environment simply changes too frequently. In this dynamism it's a very critical to cope up the challenges of "Attraction and retention of Human Capital." One of the greatest tools of retaining the human assets is the organizational performance management and its reward system.

Objective:

- To provide understanding about the performance management frame work and measurement tools used in assessing the employees.
- Help in finding the solutions of critical issues emerges from the design till implementation of PMS.
- How we can avoid basic errors which become barriers in the effective implementation of PMS.

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

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

Lahore: December 26 – 30, 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: Rs. 17,500/- Per Head

30. Training Techniques for Trainers

Lahore: December 26 – 30, 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: Rs. 18,000/- Per Head

COURSES AT MANAGEMENT HOUSE, ISLAMABAD DECEMBER 2016

1. Negotiation Skills

Islamabad: December 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

22. Maintaining Work Life Balance (FD)

Lahore: December 19 – 20, 2016

Having a balance between work and home life can be a challenge. With this challenge come great rewards when it is done successfully. By balancing a career with home life it will provide benefits in each environment. You will become healthier, mentally and physically, and you will be able to produce more career wise.

With a Work-Life Balance you will be managing your time better. Better time management will benefit all aspects of life; you will be working less and producing more. This workshop will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.

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

23. Executive Secretaries Course

Lahore: December 19 – 21, 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: Rs. 16,500/- Per Head

24. Achieving Better Results with the Power of Assumptions and Awareness

Lahore: December 19 – 22, 2016

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

25. Building Resilience: Prepare Yourself to Thrive in Challenging Times

Lahore: December 26 – 28, 2016

Resilience is defined as a *set of processes that enables good outcomes in spite of serious threats*. The managers can't avoid challenges in the workplace, but what they can do is build and practice their resilience. They can learn to identify, manage and bounce back from these challenges with energy, effectiveness, and positive action. The Manager's Role in Resilience is twofold. One is to have a 'will do' approach to facing up to the challenge and tackling it without difficulty. The second is to ensure the workforce has a positive and robust attitude in times of crisis and change.

This training program has been designed to enable managers strengthen personal resilience and understand the role of managers in building team resilience. This skill-based training program is packed with interactive exercises and workplace integration strategies to build resilience and enhance workplace performance.

Course Fee: Rs. 15,000/- Per Head

26. Effective Communication Skills

Lahore: December 26 – 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: Rs. 17,000/- Per Head

Business Acumen will give your participants an advantage everyone wishes they had. The workshop will help your participants recognize learning events, manage risk better, and increase their critical thinking. Business Acumen has the ability to influence your whole organization, and provide that additional edge that will lead to success.

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

14. Cost & Management Accounting for Non-Financial Managers

Lahore: November 28 – 30, 2016

The course offers an opportunity to the non-financial managers who are concerned with cost production or cost of product. The aim of this course is to provide participants with a clear understanding of the cost accounting system. Participants will be able to calculate the cost, analyze the variances and also budget the costs, expenses and sales.

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

15. A Comprehensive Approach to Strategic Human Resource Management

Lahore: November 28 – 30, 2016

The discipline covers the concepts and practices that guide and align HRM philosophy, tactical planning and practice with the strategic and long term goals of the organization, with a particular focus on human capital. It deals with the macro-concerns of the organization regarding structure, quality, culture, values, commitment, matching resources to the future needs and other longer term people issues.

Strategic HRM gives direction on how to build the foundation for strategic advantage by creating an effective organizational structure and design, culture, employee value, proposition, systems thinking, an appropriate communication strategy and preparing an organization for a changing landscape, which includes downturns and mergers & acquisitions. Sustainability and corporate social responsibility come within the ambit of this discipline, especially with reference to organizational values and their expression in business decision making.

Course Fee: Rs. 19,000/- Per Head

16. Advanced MS Excel

Lahore: November 28 – December 01, 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: Rs. 12,000/- Per Head .

05. Management By Objectives

Lahore: November 14 – 16, 2016

Experience throughout the ages has proven that people produce the best results when they buy-in to and are **committed** to the goals they are being asked to achieve. There is no better way to ensure commitment and buy-in to goals than allowing people to set their own goals and objectives. In organizations the best way to do this is to use Management By Objectives. This course will, in a practical and systematic format, provide managers at all levels with an overview of MBO and information about installing and using MBO effectively in their organizations.

Course Fee: Rs. 15,000/-Per Head

06. SAP Business One

Lahore: November 14 – 17, 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: Rs. 18,500/- Per Head

07. Stress Management

Lahore: November 15 – 16, 2016

Stress is known as the silent killer. Its continued impact, which is seldom felt by an individual, weakens the human system and eventually leads to a breakdown of psychological and physical health.

Today's managers, burdened by ever increasing demands of information age management, are becoming increasingly vulnerable to stress induced problems and decisions.

This program is aimed at providing Chief Executives and Senior Managers with a comprehensive understanding of stress loaders in their personal and organizational lives, and helps them to develop effective stress management strategies.

Course Fee: Rs. 15,000/- Per Head

08. Enhancing Leadership Skills

Lahore: November 15 – 18, 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: Rs. 18,000/- Per Head

09. Managing Training and Development Functions

Lahore: November 21 – 23, 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.