



# PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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January 14, 2016

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18.01.2016

No

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

OFFICE

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## MANAGEMENT DEVELOPMENT PROGRAM: February— March, 2016

Dear Sir,

Please find enclosed the PIM's training schedule for the months of February — March 2016. Courses are scheduled for Karachi, Lahore, Islamabad and Quetta. Kindly send us the nominations for these courses at your earliest. Your nominations for the Lahore based courses should be sent directly to our Lahore Office and nominations for Karachi, Islamabad and Quetta courses should be sent to Program Office, PIM Karachi. Courses fee payment cheques, demand drafts and pay orders should be drawn in favour of "PAKISTAN INSTITUTE OF MANAGEMENT".

Nominations should be sent preferably at least one week before the course begins. You are however requested to send the nominations earlier as the registration for any particular course may close earlier depending upon the number of nominations received.

We are eagerly looking forward to receive training nominations from your organizations.

With best regards,

Yours sincerely,

AZ

Adeel Zeerak  
Registrar

29/01/2016

Ends: As above\*.

420 JS Admin/Ins  
Date: 19-1-16

Dy. No. 304 Admn-I  
Dated: 19-01-2016

## **COURSES AT MANAGEMENT HOUSE KARACHI FEBRUARY 2016**

### **01. Event Management Skills**

Karachi: February 01 - 04, 2016

Event Management is an area, which has grown rapidly in recent years and has become established as an important element in the Promotional Mix. The emergence of Event Management as a professional skill is now firmly established.

The objective of this course is to provide participants with the skills they need to work in Event Management; to ensure that any event, from a departmental meeting to a full-scale conference, is a complete success. This course will give you a good grounding in all the essentials of Event Management. In this course you will also research and plan a fictional event, troubleshooting issues as they arise.

#### **Course Contents**

- Overview of Event Management
- Purpose and importance of Event Management
- Event management Planning
- Managing Resources and Budgeting
- Fulfilling Client's expectations
- Promoting the Event
- Evaluation of the Event

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

### **2. How to Conduct Effective Meetings**

Karachi: February 08 - 09, 2016

Meetings are a vital cog in the day-to-day running of most organizations. They are an integral part of the communication and problem solving processes critically important across functions and organizational levels. However, valuable time, effort and energy are frequently lost through poorly conducted and organized meetings.

After attending this course participant would be able to successfully and effectively plan and execute meetings.

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

### **3. Production Operations Management (FD)**

Karachi: February 08 —10, 2016

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

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

### **4. Leading Growth Through Customer Centricity (FD)**

Karachi: February 15 — 16, 2016

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

## **5. Handling Difficult People**

Karachi: February 15 – 17, 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.*

## **6. Industrial Relation & Labour Laws in The latest Arenas of Organizational Trends (FD)**

Karachi: February 22 - 24, 2016

*Course Fee: Non-Members Rs. 20,000; Members Rs. 19,000; Contributory Members Rs. 18,000.*

## **7. Supply Chain Management**

Karachi: February 22 – 25, 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*

## **8. Skills in Administration**

Karachi: February 22 - 25, 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*

## **9. Marketing for Non-Marketers**

Karachi: February 22 – 25, 2016

Today's successful companies—whether large or small, for-profit or nonprofit, domestic or global—share a strong customer focus and a heavy commitment to marketing. Many people think of marketing as only selling or advertising. But marketing combines many activities—marketing research, product development, distribution, pricing, advertising, personal selling, and others—designed to sense, serve, and satisfy consumer needs while meeting the organization's goals. Marketing seeks to attract new customers by promising superior value and to keep current customers by delivering satisfaction.

Marketing operates within a dynamic global environment. Rapid changes can quickly make yesterday's winning strategies obsolete. Marketers face many new challenges and opportunities. To be successful, companies will have to be strongly market focused.

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

## **10. Training Needs Analysis (FD)**

Karachi: February 29 – March 01, 2016

Good training needs analysis is essential if the organization is to align the skills currently available with those required to meet strategic objectives. If conducted properly, it will also help you to diagnose when training will solve certain problems and issues and when alternative interventions might be needed. This thoroughly practical one-day workshop will help prepare all those involved in a training needs analysis to play their part effectively.

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

## **11. Managerial Transition: From Operational Manager to Strategic Thinker (FD)**

Karachi: February 29 — March 01, 2016

This training program will help you in becoming proactive, innovator, persuasive payer, and instrumental in strategic change, needed in the organization for creating value for all the stakeholders.

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

## **12. Skills in Goal Setting and Work Planning**

Karachi: February 29 -- March 04, 2016

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

*Course Fee: Non-Members Rs. 12,500; Members Rs. 16,500; Contributory Members Rs. 15,500.*

## **COURSES AT MANAGEMENT HOUSE LAHORE FEBRUARY 2016**

### **1. Management Course for Junior Executives (FD)**

Lahore: February 08 12, 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.*

### **2. Quality Assurance and Management**

Lahore: February 08 12, 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.*

### **3. Production Planning, Scheduling and Control**

Lahore: February 08 - 12, 2016

*The Production Manager is required to deal with complex problems:*

- Manufacture a broad line of products
- Instant changes in production volumes
- Higher quality expectations
- Short & delivery times
- Material shortages
- Problems with labor availability and productivity and also to keep the cost of production as low as possible.

In order to achieve the above, the Production Manager needs all the help he can get from the support functions.

This course has been designed to give the participants a number of tools and techniques to improve their ability to respond to these requirements.

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

### **04. Management by Objectives**

Lahore: February 15 — 17, 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: Non-Members Rs. 15,000; Members Rs. 14,000, Contributory Members Rs. 13,000.*

## 05. CP1M Module 2: Master Planning of Resources

Lahore: February 15 --18, 2016

In Master Planning of Resources, participants explore processes used to develop production plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master production schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master production schedule.

In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic production plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating production plans, forecasts, and customer demand into a specific master production schedule.

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

## 6. Advanced MS Access 2013 with MySQL Server

Lahore: February 17, 19, 2016

The database solution, of today require a seamless integration of specific user requirements with MS Access objects. Utilizing macros, VBA, SQL and embedded expressions, you can create fully distributable applications within Access.

Microsoft SQL Server 2005 is the leading relational database management system and is extensively deployed around the world. The combination of low cost, ease of maintenance and high speed makes MS SQL Server 2005 ideal for many application areas.

In this hands-on course, you gain the skills necessary to create intelligent forms by manipulating properties, executing methods, and incorporating business logic to create a complete solution. You will also learn how to administer and maintain Ms SQL server 2013 databases while addressing scalability and reliability issues.

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

## 7. Customer Service Excellence (FD)

Lahore: February 16, 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.*

## 8. Improving Spoken English Skills

Lahore: February 22 26, 2016

Prolific command over written and spoken English is not an added but essential qualification which every professional must have. The dilemma in our country is that, English has been used as a medium of instruction but not taught as the distinct language. The Grammar Translation (GT) Method, which is focused in our institutions, encircles writing and reading, and without enough emphasis on listening and speaking, we cannot make this language our core strength. The rapidly growing corporate world requires those who can communicate well and gain profitable options with zero -waiting, time. It is the right and ripe time to move ahead and overcome this deficiency.

### Contents:

- Concept of Phonetics & Phonology, Phonemes



- Received Pronunciation
- Difference between Grammar-Translation Method and Direct Method
- Vocabulary
- Styles in usage of words and sentences
- Intonations
- \* Assimilation
- Elision

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

## **09. Workshop on Project Management**

Lahore: February 22 - 26, 2016

The importance of "Project Management" to a company's profitability and to its market responsiveness is more critical today than ever before. Everyone needs the skills to complete a project on time and under budget, without compromising quality targets. This is a practical "hands on" course for those who are new in the area of project management as well as for those who want to refresh their knowledge and skills in project management.

***The course will cover the following topics:***

- Introduction of the basic principles and processes of project management.
- The techniques to define the project missions and correlate project goals and objectives to corporate initiatives.  
The methods to define and develop detailed project plan using PERT/CPM.
- Modern techniques to monitor and control project activities and deliverables, measuring project progress and managing the "Triple constraints" and responding to changing project environment using PERT/CPM.
- Providing methods to formalize acceptance to bring the project to an orderly close and conduct a "Lessons Learned" session.

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

## **10. Executive Secretaries Course**

Lahore: February 29 – March 02, 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.*

## **11. How Do Effective Managers Organize Themselves-**

Lahore: February 29 — March 03, 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.*

## **12. Achieving better results with the Power of Assumptions and Awareness (New)**

Lahore: February 29 — March 03, 2016

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

## **COURSES AT ISLAMABAD FEBRUARY 2016**

### **01. Finance & Accounting for Non-Financial Executives (FD)**

Islamabad: February 22 - 24, 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.*

## **COURSES AT QUETTA FEBRUARY 2016**

### **01. Effective Communication Skills**

Quetta: February 09 - 12, 2106

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. 15,000; Contributory Members Rs. 15,000.*



## **COURSES AT MANAGEMENT HOUSE KARACHI MARCH 2016**

### **1. Stress Management**

Karachi: March 07 - 03, 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: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000.*

### **2. Skills in Supervision**

Karachi: March 01 - 10, 2016

This course has been designed to develop employees to discharge supervisory responsibilities effectively. Major areas covered in the program include basics of management, communication, human relations and productivity.

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

### **3. Materials Handling and Warehousing**

Karachi: March 07 - 11, 2016

This course is designed for people working in the fields of material and/or operations management who need the concepts, techniques, and terminology of material handling and warehousing activities. Techniques of material control, effective warehousing, and the use of appropriate material handling are covered. Completion of this course will significantly improve the participant's knowledge of material handling and warehousing which can be used in the working environment.

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

### **4. The Art of Technical Writing and its Advantages**

Karachi: March 07 —11, 2016

Every organization faces the issue of leadership succession. the solution lies in the system of leadership development program, which gives sustainable leadership to the organization. Sustainable leadership empowers leaders and followers to create lasting value to its stakeholders. Integral qualities of a sustainable leader are integrity, mentality and sustainability. Organivtions need to develop and implement a management system that breeds sustainable leaderships for its continuous growth and profitability.

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

### **5. Dashboard Reporting & Advanced Data Analysis with MS Excel**

Karachi: March 14 —16, 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. 11,000; Members Rs. 10,000; Contributory Members Rs. 9,000.*

## 6. Strategic Management

Karachi: March 14 —16, 2016

In today's global and indigenous environment which is dominated by fast paced change, an international financial contagion, an emergent recession, spiraling cost of inputs, food inflation, growing unemployment, nascent protectionism and serious terrorism and law and order issues, the challenge facing all strategists is to correctly envision the future and develop competitive but flexible strategies.

This program will provide strategy makers a forum to intensively discuss and understand key strategic issues, and an opportunity to develop insights into how to develop effective market oriented strategies which will provide their organizations a competitive advantage and edge.

*Course Fee: Non-Members Rs. 29,000; Members Rs. 27,500; Contributory Members Rs. 26,000.*

## 7. Data Analysis Techniques for Effective Decision Making

Karachi: March 14 17, 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: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.*

## 8. Kaizen: Tools for Continual Improvement

Karachi: March 14 – 18, 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 ks. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.*

## 9. Personal Imaging

Karachi: March 15 – 16, 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.*

## **10. Fierce Conversation**

Karachi: March 21-- 22, 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.

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

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

## **11. Building Resilience: Prepare Yourself to Thrive in Challenging Times**

Karachi: March 21— 23, 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: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000.*

## **12. Implementation of ISO 9001:2015**

Karachi: March 21— 24, 2016

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

## **13. Learn Work: Getting People to Work Together**

Karachi: March 21 25, 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: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.*

## 14. Workshop on Project Management

Karachi: March 21 — 25, 2016

The importance of "Project Management" to a company's profitability and to its market responsiveness is more critical today than ever before. Everyone needs the skills to complete a project on time and under budget, without compromising quality targets. This is a practical "hands on" course for those who are new in the area of project management as well as for those who want to refresh their knowledge and skills in project management.

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- Providing methods to formalize acceptance to bring the project to an orderly close and conduct a "Lessons Learned" session.

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

## 15. Services Operation Management (FD)

Karachi: March 28 29, 2016

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

## 36. Advanced MS Office

Karachi: March 28 — April 01, 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.*

## 17. Basics of Business English

Karachi: March 28 — April 01, 2016

In spoken or written communication a working knowledge of the basic rules of the language provides clarity and effectiveness. Basic grammatical, punctuation and spelling mistakes are very common in business communication but a little guidance in international standards set for Business English can do wonders.

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

## **COURSES AT MANAGEMENT HOUSE LAHORE MARCH 2016**

### **1. 3D Presentation Skills Using PowerPoint and Flash Tools**

Lahore: March 02 - 04, 2016

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

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

*Course Fee: Non-Members Rs. 12,500; Members Rs. 11,500; Contributory Members Rs. 10,500.*

### **2. Inventory Management**

Lahore: March 07 -- 10, 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 OM 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.*

### **3. Training Techniques for Trainers**

Lahore: March 07 11, 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.*

### **4. Developing Managerial Competencies**

Lahore: March 08 - 10, 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.*



## 5. Effective Purchase Management (FD)

Lahore: March 08 – 09, 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.*

## 6. Human Resource Management

Lahore: March 14 17, 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. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.*

## 7. Presentation Skills for Managers

Lahore: March 14 17, 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. The Power of Positive Thinking**

Lahore: March 14 — 17, 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.*

## **9. Learn MS Office 2013**

Lahore: March 14 -- 18, 2016

This course teaches you how to effectively use the new Microsoft Office 2013 Suite through comprehensive training sessions and engaging workshops. Allowing the user to get familiar with the all new version of industry's leading office automation program.

New users will be guided through the fundamentals of the new office interface, while experienced users will be brought up to speed on the new navigation and functionality of this 2013 edition. This course will train you how to best meet your needs through the use of Word, Excel, PowerPoint and Outlook.

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

## **10. Implementation Oracle 12c Data Guard**

Lahore: March 21 — 22, 2016

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

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

*Course Fee: Non-Members Rs. 14,500; Members Rs. 13,500; Contributory Members Rs. 12,500.*

## **11. Creating Organizational Excellence**

Lahore: March 21 23, 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.*



## ) 12. Principles of Good Management

Lahore: March 21-25, 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. Negotiation Skills

Lahore: March 28 — 30, 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.*

## 14. Project Monitoring, Evaluation and Control

Lahore: March 28 - 31, 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. Data Analysis Techniques for Effective Decision Making

Lahore: March 28-31, 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: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.*

## 16. Six Sigma: Green Belt (FD)

Lahore: March 28 — April 01, 2016

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

## **COURSES AT ISLAMABAD MARCH 2016**

### **01. Contracts Management**

Isla, abad: March 28 31, 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.*