

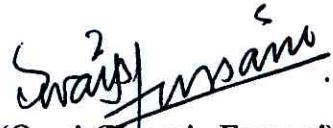
Islamabad, the 21st May, 2015.

C I R C U L A R

SUBJECT: - “MANAGEMENT DEVELOPMENT PROGRAMME” SCHEDULED TO BE HELD FROM JUNE TO JULY, 2015, BEING HELD AT KARACHI, LAHORE AND ISLAMABAD.

Copy of Pakistan Institute of Management, Karachi's letter No. Nil, dated 14-05-2015 along with PIM's trainings scheduled to be held for the month of **June to July, 2015** 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 the dates mentioned in the attached calendar of events**, which are being held in Karachi, Lahore 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 <http://www.pim.com.pk>.


(Owais Hussain Farooqi)
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 as per list attached on the Ministry's website on priority basis.



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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

Tel: (042)99263137 EPABX: (042)99263133-35 Fax: (042)99263138

E-mail: pimlhc@pim.com.pk Web Site: <http://www.pim.com.pk>

May 14, 2015

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

MANAGEMENT DEVELOPMENT PROGRAM: June – July 2015

Dear Sir,

Please find enclosed the PIM's training schedule for the months of June – July 2015. Courses are scheduled for Karachi, Lahore and Islamabad. 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 and Islamabad courses should be sent to Program Office, PIM Karachi. Courses fee payment cheques, demand drafts and pay orders should be drawn in-favour of "PAKISTAN INSTITUTE OF MANAGEMENT".

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

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

With best regards,

Yours sincerely,

Adeel
Adeel Zeerak
Registrar

Encls: As above*.

Head Office: Management House, Shahrah-e Iran, Clifton, Karachi-75600
Tel: (9221)99251718, 99251680, EPABX: 99251711-4, Fax: (9221)99251715, 99251716
E-Mail: pimkhi@pim.com.pk Web Site: <http://www.pim.com.pk>

Dy. No. 2096 Admn-I
Dated 21-05-2015

20/5
JS (A-I)
DS
17/5

AS-II (on leave)
JS (A)

Dy. No. 2712 A.S-II
Dated 18-05-2015

Dy. No. 4140 JS (Admin-I)
Dated 18-5-15

18.5

Dy. No. 1754 D.S (Admin-I)
Dated 20-5-15

3954
18/5/15

COURSES AT MANAGEMENT HOUSE, KARACHI JUNE 2015

01. Bridging Differences Creating Agreements (FD) (NEW)

Karachi: June 01, 2015

Course Fee: Non-Members Rs. 8,500; Members Rs. 7,500; Contributory Members Rs. 6,500.

02. Internal Auditing for ISO 9001:2008

Karachi: June 01 - 04, 2015

This course provides an understanding of the internal auditing process for the ISO 9000 series standards, and is based on the requirements of ISO 9001:2008 standards and the ISO 19011 Guidelines for Auditing Quality Systems. It will provide the participants with techniques for conducting quality system audits and involves presentations, exercises and role-plays. **Topics include:**

- Introduction to ISO 9001:2008
- Difference between auditing process based systems and compliance audit
- Quality Systems Auditing Phases: Planning, Execution, Reporting and Follow-up

Course Fee: Non-Members Rs. 13,000; Members Rs. 12,000; Contributory Members Rs. 11,000.

03. Essential Skills for New Managers

Karachi: June 02 - 04, 2015

Course Fee: Non-Members Rs. 13,000; Members Rs. 12,000; Contributory Members Rs. 11,000.

04. Customer Service Excellence (FD)

Karachi: June 02, 2015

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. 8,500; Members Rs. 8,000; Contributory Members Rs. 7,500.

05. Effective Business Intelligence for Marketing & Sales

Karachi: June 08 - 10, 2015

The more realistic, relevant and useful intelligence you keep across your finger concerning your customers, partners and overall operations the more your organization appears in a position to make concrete decisions and maintain sustainable competitive advantage. In today's rapidly changing markets influenced by scores of dynamic and volatile factors, the need is to keep your organization in a pro-active mode and for this, you have to comprehend the changing buying patterns of your customers, highlight sales and other growth opportunities and consistently bring improvement in your decision making profile.

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

08. Effective Communication Skills

Karachi: June 08 - 12, 2015

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. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

09. Developing Performance Management System and its Implementation (NEW)

Karachi: June 08 - 12, 2015

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.

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

10. Data Analysis Techniques for Effective Decision Making

Karachi: June 09 - 11, 2015

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. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

04. Teamwork: Getting People to Work Together

Lahore: June 01 - 05, 2015

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.

05. Stress Management

Lahore: June 02 - 04, 2015

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. 12,000; Members Rs. 11,000; Contributory Members Rs. 10,000.

06. Productive Corporate Mannerism the Smart Way (NEW)

Lahore: June 08, 2015

Course Fee: Non-Members Rs. 8,500; Members Rs. 8,000; Contributory Members Rs. 7,500.

07. Problem Solving and Decision Making Skills

Lahore: June 08 - 12, 2015

This course will provide a conceptual framework for rationale, accuracy and efficiency in problem identification and effective decision making. The workshop is designed for senior and middle level managers involved with the decision making process.

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

08. Assertiveness Skills

Lahore: June 09 - 11, 2015

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

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

COURSES AT MANAGEMENT HOUSE, KARACHI JULY 2015

01. Productive Corporate Mannerism the Smart Way (FD) (NEW)

Karachi: July 27, 2015

Course Fee: Non-Members Rs. 8,500; Members Rs. 8,000; Contributory Members Rs. 7,500.

02. Quality Assurance and Management

Karachi: July 27 - 31, 2015

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. 16,000; Members Rs. 15,000; Contributory Members Rs. 14,000.

COURSES AT MANAGEMENT HOUSE, LAHORE JULY 2015

01. Effective Business Intelligence for Marketing & Sales

Lahore: July 27 - 29, 2015

The more realistic, relevant and useful intelligence you keep across your finger concerning your customers, partners and overall operations the more your organization appears in a position to make concrete decisions and maintain sustainable competitive advantage. In today's rapidly changing markets influenced by scores of dynamic and volatile factors, the need is to keep your organization in a pro-active mode and for this, you have to comprehend the changing buying patterns of your customers, highlight sales and other growth opportunities and consistently bring improvement in your decision making profile.

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