

MOST IMMEDIATE

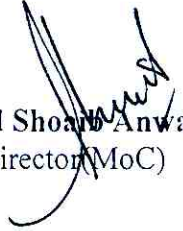
No. 2(7)/2016-HR&CP
Government of Pakistan
Ministry of Commerce
Islamabad
◇◇◇◇◇

Islamabad, the 22nd June, 2016.

C I R C U L A R

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

Copy of Pakistan Institute of Management, Lahore's letter No. Nil, dated 09-06-2016 along with PIM's trainings schedule to be held during the month of July, 2016 is forwarded with the request that the same may be uploaded on the Ministry of Commerce website immediately.


(Muhammad Shoab Anwar)
Deputy Director (MoC)

Data Network Administrator,
Ministry of Commerce,
Islamabad.



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)35755525 & 99263138

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

June 09, 2016

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

MANAGEMENT DEVELOPMENT PROGRAM: July, 2016

Dear Sir,

Please find enclosed the PIM's training schedule for the month of July, 2016. 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 Zeerak

Registrar

Encls: As above*.

Pre-Requisites

Basic knowledge in MS-Excel or any other spread sheet is required.

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

04. Developing Sustainable Leadership in the Organization (FD)

Karachi: July 19, 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. Organizations need to develop and implement a management system that breeds sustainable leaderships for its continuous growth and profitability.

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

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

Karachi: July 19 – 21, 2016

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

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

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

06. Planning & Scheduling with Primavera P6V15.2

Karachi: July 19 – 22, 2016

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

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

07. Strategy Execution (FD)

Karachi: July 25 – 26, 2016

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

COURSES AT MANAGEMENT HOUSE, LAHORE JULY 2016

01. Conflict Management (FD)

Lahore: July 11, 2016

Conflict is a disagreement among two or more individuals or groups. The modern view regarding conflict is that it is inevitable, and when it is channelized properly, it can actually be used for enhancing performance. The hallmark of a progressive organization is the way it uses the free flow of information to achieve its goals; this free flow often results in conflict and becomes detrimental to the organization. The program aims at recognizing effects of dysfunctional and suppressed conflict, and at exploring how conflict can be handled cordially and constructively in the organization, so that organizational interests are held paramount.

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

02. Financial Management Course

Lahore: July 12- 15, 2016

The course offers an opportunity to managers to understand and develop a conceptual framework of financial management with respect to the business context in Pakistan. Issues pertaining to profitability, risk and liquidity of commercial organizations will be addressed in the course.

This course has been designed for managers, executives, and departmental heads to understand and develop a decision-making framework of financial management.

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

03. Critical Drivers of Success for Managers

Lahore: July 18 – 20, 2016

Employee Performance Management supports strategy execution by providing a mechanism for aligning individual goals and behaviour with the strategic intent of the organisation. This mechanism formally referred to as successful performance drivers enhances the performance output of employees. The idea behind this is that by alerting managers of areas where individual performance deviates from expectations, they can be encouraged to focus their attention on defined areas such as:

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

04. Developing Performance Management System and Its Implementation

Lahore: July 18 – 21, 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: Non-Members Rs. 18,000; Members Rs. 17,000; Contributory Members Rs. 16,000.

05. Marketing for Non-Marketers

Lahore: July 18 – 21, 2016

Consumer is the central dimension of any business and Marketing being the direct custodian of consumer and customer becomes the leading indicators of the entire value chain of any organization. This moves the

organization to concept of 'integrated marketing' and it is often said that all departments should 'think customer', 'feel customer' and perform as per the needs of customers. The focal point of any High Performance Work System is and will remain revolve around this philosophy and has to be looked after by all the departments in the company may it be finance, production, logistics or human resource.

It is in this perspective, imperative that all departments must understand the role and functions of marketing at least the basic concepts so that the integration takes place with a kind of involvement and ownership of customer need fulfillment process. Interface management between various internal customers takes over 'customer objectives' rather than revolving around 'blue' and 'red' books of each department.

This one day workshop is targeted to develop the understanding of basic processes of marketing and sales functions amongst members of departments who are directly not involved in looking after the customer but should indirectly be involved. The clear understanding of these processes will help the organization to build a 'customer oriented' and 'market driving' support system essential to deliver results and delight to customer in the entire value chain of the business.

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

06. Counselling Skills

Lahore: July 25 – 26, 2016

Counseling is the means by which one person helps another through purposeful conversation. We find it to be emotionally and intellectually stimulating to assist someone to find a job. To make decision, to locate valid information. To develop a set of values which makes life more meaningful, to learn social behavior that increase the quality of human relationships, to eliminate undesirable behaviors, or to resolve any of the thousand and one concerns that hinder people from leading more satisfying lives.

Counselling now days is becoming an integral part of every manager's job and a very effective way to support & develop staff through challenges.

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

07. Event Management Skills

Lahore: July 25 – 28, 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.

08. Advanced MS Excel

Lahore: July 25 – 28, 2106

This course is designed for existing Excel users who have a working knowledge of the Excel and wish to further develop their spreadsheet skills by using the more complex features of the application.

Course Contents

- Overview of the Excel
- Create and use worksheet templates
- Define and use custom lists
- Customize Excel defaults
- Use Goal-seek and Solver to find answers
- Customize Excel toolbars
- Specify, sort, filter, Advanced Filter & extract more complex data using list management functions
- Use the Advanced Excel Formulae
- Import and export data from other sources
- Record a macro for automating tasks
- Attach a macro to a command button and a toolbar button
- Write your own function in Excel using VBA

Pre-Requisites

Basic knowledge in MS-Excel or any other spread sheet is required.

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

09. Selling Competencies

Lahore: July 25 - 28, 2016

Sales jobs vary from cold-calling telemarketers to consultative sales professionals who can spend years developing a lead into a sale; the products they sell range in cost from less than a hundred dollars to millions. Today's business world, which is characterized by cut throat competition, even a small edge can make a difference between success and extinction. Hay/McBers research has identified a set of key characteristics that can apply to any kind of selling.

This course would help you identify these competencies and your level of expertise in each one. It will provide you an insight into how you can go about further strengthening those competencies in which you are already strong, as well as developing those which require polish. At the end of this four half day program you will not only have received feedback on how well you demonstrate certain behaviors that are essential for effective selling, you will also go through a process to improve the same.

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

10. Skills in Supervision

Lahore: July 25 – 28, 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.

COURSES AT ISLAMABAD JULY 2016

01. Team Work: Getting People to Work Together

Lahore: July 18 - 22, 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.

02. Conflict Management (FD)

Lahore: July 25, 2016

Conflict is a disagreement among two or more individuals or groups. The modern view regarding conflict is that it is inevitable, and when it is channelized properly, it can actually be used for enhancing performance. The hallmark of a progressive organization is the way it uses the free flow of information to achieve its goals; this free flow often results in conflict and becomes detrimental to the organization. The program aims at recognizing effects of dysfunctional and suppressed conflict, and at exploring how conflict can be handled cordially and constructively in the organization, so that organizational interests are held paramount.

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

03. Managerial Transition: From Operational Manager to a Strategic Thinker (FD)

Lahore: July 26 – 27, 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.