

MOST IMMEDIATE

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



Islamabad, the 29th November, 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 DECEMBER,2016- JANUARY,2017.**

Nomination of suitable officers for the subject training scheduled to be held in the Month of December, 2016- January, 2017 at PIM, Lahore and Islamabad 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.



(Asma Khattak)
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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November 16, 2016

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

MANAGEMENT DEVELOPMENT PROGRAM: December 2016 – January 2017

Dear Sir,

Please find enclosed the PIM's training schedule for the months of December 2016 – January 2017. Courses are scheduled for Lahore and Islamabad. You are requested to kindly nominate the concerned individuals for these courses at your earliest. Nominations for the Lahore based courses should be sent directly to our Lahore Office and nominations for Islamabad courses may 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".

We expect to receive nominations preferably a week before the commencement of the course. For any particular course registration may close earlier depending upon the number of nominations received.

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

With best regards,

Yours sincerely,

Adeel Zeerak
Registrar

Encls: As above*.

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COURSES AT MANAGEMENT HOUSE, LAHORE DECEMBER 2016 & JANUARY 2017

1. 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 at all levels to improve team-work and organizational effectiveness.

Learning Investment: Rs. 17,000/- Per Head

2. 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.

Learning Investment: Rs. 17,500/- Per Head

3. 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.

Learning Investment: Rs. 18,000/- Per Head

4 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.

Learning Investment: Rs. 17,000/- Per Head

4 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.

Learning Investment: Rs. 15,000/- Per Head

5. 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.

Learning Investment: Rs. 14,000/- Per Head

6. Maintaining Work Life Balance (FD)

Lahore: December 19 – 20, 2016

It is of great importance to maintain effective work life balance for maintaining sound health, increase productivity which will result in more satisfaction. It is time to learn from professionals how to best manage your work life so that your domestic life is as satisfying and vice versa. This training course trains you on how to manage your time better and to be more effective at work so you produce better results. This will also help to develop your focus on the important things, set accurate and achievable goals, communicate better with your peers at work and your family at home.

Learning Investment: Rs. 17,000/- Per Head

7. 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.

Learning Investment: Rs. 16,500/- Per Head

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

Lahore: December 19 – 22, 2016

In this era of highly competitive market environment, all entrepreneurs and managers are in dire need of an attentive, conscious, aware and dedicated team / staff which is inevitable for the best possible results for the growth of organization. All inventions, discoveries and developments were assumed at basic level. Experiments conducted by Lawrence and Ames prove that what appears to be solid reality is actually the result of an assumption. Since making and applying assumptions to improve personal performance and work life is an art and skill. This course has been designed to create result oriented assumptions and consciousness with scientific knowledge, skills, mental tools and Neuro Linguistic Programming techniques.

Learning Investment: Rs. 17,000/- Per Head

9. 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 face 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.

Learning Investment: Rs. 15,000/- Per Head

10. 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. Effective Communication is not just the words that you use but a set of skills including non-verbal communication, engaged listening, managing stress and acting assertively as yours and other person emotions. This course is designed to teach managers effective skills in communication and to improve their communication styles.

Learning Investment: Rs. 17,000/- Per Head

11. 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.

Learning Investment: Rs. 18,000/- Per Head

12. 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'.

Learning Investment: Rs. 17,500/- Per Head

13. 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.

Learning Investment: Rs. 18,000/- Per Head

14. Understanding Office Politics (FD)

Lahore: January 02 - 03, 2017

You have likely experienced some form of Office Politics. Working with different personalities, opinions, backgrounds, and values is a challenge in any environment. It is an inevitable fact that when people are working together personalities can and will clash. No one is an island, so working together as a team is incredibly important for the organization and every employee.

Office Politics it is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues in a way that is mutually beneficial. Employees who understand the positive aspects of Office Politics are better team members and end up being more successful and productive.

Learning Investment: Rs. 17,000/- Per Head

15. Selling Competencies

Lahore: January 02 – 05, 2017

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.

Learning Investment: Rs. 18,000/- Per Head

16. Presentation Skills for Managers

Lahore: January 02 – 05, 2017

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.

Learning Investment: Rs. 17,500/- Per Head

17. Management Course for Junior Executives (FD)

Lahore: January 02 – 06, 2017

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.

Learning Investment: Rs. 23,000/- Per Head

18. Applied Microsoft Business Intelligence

Lahore: January 09 – 11, 2017

This three-day instructor-led course teaches you how to implement self-service Business Intelligence (BI) solutions. The course discusses the rationale for self-service BI, and describes how to use Microsoft SQL Server Reporting Services, Microsoft Excel to create self-service data models and reports.

Course Contents:

- Overview of Microsoft Excel's advanced features and functions.
- Perform "what-if" analysis for developing Business Plan using Scenarios, Goal Seek, Data Table.
- Summaries and analyze large amounts of data using PivotTables and Pivot Chart Reports.
- Automate Excel processes using ActiveX Controls and Macros.
- Developing Interactive Dashboards, KPI using Power BI.
- External Data Connectivity and Integration using Excel, Power BI.
- SQL Server 2016: Analytical Services, R Services.
- QlikView: Presenting Analytic Visualizations.

Learning Investment: Rs. 16,500/- Per Head

19. Contracts Management

Lahore: January 10 – 13, 2017

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.

Learning Investment: Rs. 18,000/- Per Head

20. Skills in Supervision

Lahore: January 10 – 13, 2017

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.

Learning Investment: Rs. 18,000/- Per Head

21. Critical Drivers of Success for Managers

Lahore: January 16 – 18, 2017

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.

Learning Investment: Rs. 17,000/- Per Head

22. Workshop on Developing Human Resource and Administrative Policy Manual

Lahore: January 16 – 19, 2017

With the increase in pressure from global market it is imperative for managers in Pakistani industry to have complete understanding of the Human Resource issues in industry. A human resource management field is employment decision of years past is now a complex matter. The techniques for dealing with personal issues that might lead to legal complexities.

This course gives practical information to participants on how to develop HR Policies and Procedures. The would be equally useful for those just beginning to develop policies as well as those who are reviewing and updating existing policies.

Learning Investment: Rs. 18,000/- Per Head

23. Assertiveness Skills

Lahore: January 17 – 19, 2017

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 build equal relationships. Being assertive is the fundamental right of human beings, so why not start practicing it now.

Learning Investment: Rs. 14,000/- Per Head

24. Distribution & Channel Management (FD)

Lahore: January 23 - 24, 2017

In the marketing mix, all other P's are easy to copy except the place. Strategy around the place is powerful. It is woven around networking and relationship with customers, distributors, whole sellers, and retailers.

Organizations look at their Channel Excellence as one of its Sustainable Competitive Advantage. In addition, distribution activities have to be scientifically researched, planned, and monitored through a team of sales organization. This team must be motivated, energized, evaluated and coached with a continuous improvement drive in an organization.

Learning Investment: Rs. 18,000/- Per Head

25. Financial Management Course

Lahore: January 23 - 26, 2017

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.

Learning Investment: Rs. 18,000/- Per Head

26. Planning & Scheduling with Primavera P6V15.2

Lahore: January 23 - 27, 2017

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.

Learning Investment: Rs. 27,000/- Per Head

27. The Art of Technical Writing and Its Advantages

Lahore: January 23 - 27, 2017

In a world of rapid technological development, companies are trying to find easy and effective ways to help existing or potential customers understand the advantages of their new products and services. This course will provide a better understanding of writing techniques and will enable you to use better words for a variety of technical subjects.

- Business correspondence and resumes
- Technical reports: structure & process
- Types of technical reports: an overview
- Business plans
- Proposals
- Progress reports
- Instructions
- User Guides
- Organizational policies and procedures
- Recommendation & feasibility reports
- Abstracts, introductions & conclusions
- Oral presentations

Learning Investment: Rs. 18,000/- Per Participant

28. Personal Imaging

Islamabad: January 24 – 25, 2017

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.

Learning Investment: Rs. 10,500/- Per Head

COURSES AT ISLAMABAD DECEMBER 2016 & JANUARY 2017

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.

Learning Investment: Rs. 17,000/- Per Head

2. Team Work: Getting People to Work Together

Islamabad: January 10 – 13, 2017

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.

Learning Investment: Rs. 17,000/- Per Head



PAKISTAN INSTITUTE OF MANAGEMENT

Does Talent Management Stop at hiring the Right Talent?

Not really! Today's ever evolving business landscape calls for a lot more than just 'hiring' the right talent!

Progress Through
Better Management

Talent Management

ALL ABOUT BUSINESS ALL ABOUT PEOPLE

Get a practical and holistic view on Talent Management from the Business HR Expert Haroon Waheed himself.

Two Days Workshop guaranteed
to change your thinking!

*"Talent Management is not Only HR's
job but the executive Committee's!"*

Date: **05-06th, December 2016**

Course Fee: **Rs. 27,000**

(Includes Training material, PIM Certificate,
Lunch, Refreshments and Networking)

Venue: **PIM, Lahore**

We have facts to prove that it is the Line Managers who build Talent!

"Companies with great managers and leaders who coach, communicate with, and develop their employees have top performers who out-produce an average employee by 2.5 to 10 times resulting in up to 26% increase in revenue/employee and up 22% increase in shareholder return".

Don't Miss Out the Opportunity to remove all misconceptions and myths about one of the core People Functions!



Haroon Waheed is a recognized HR Business Leader with more than 25 years of broad based functional experience in Unilever, and currently Fatima Group, as Group Head of HR. He has experience all areas of HR Management, as well as Business Development, restructuring and Organizational Development..

A Change agent with a success track record of enhancing organizational capability, performance, commitment and results.

Co- Facilitator: Ayesha Shakoor



Learning Methodology

- Pre work exercise to be shared with participants before the session, on current Talent Management practices prevalent in their organizations
- Workshop based on experiential learning, case studies, scenario building and group discussions.
- The participants will be developing a Talent Management Framework as part of their learning.
- Follow up connect after the workshop

Who Should Attend?

Mid to senior level Line Managers, HR Managers, Talent and Organizational Development experts

Learning Outcomes - Develop an Understanding of:

- Talent Management and its application during the Employee Lifecycle.
- Roles and responsibilities of all the stakeholders involved.
- How to create a bigger picture by linking People Processes and develop an integrated Talent Management Approach

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