

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 11th July, 2013

CIRCULAR

Copy of Pakistan Institute of Management's letter No. Nil, dated 24-06-2013 along with PIM's six monthly training schedule to be held from **August,2013 to January,2014** is forwarded to all officers of BS-17 and above in this Ministry with the request that the nomination of suitable officers duly approved /recommended by their respective officers may be forwarded 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 Lahore, Islamabad, Quetta and Karachi.

2. It is pertinent to mentioned here that the funds are involved in these different types of training programmes. For further details, please visit the website: www.pim.gov.pk.


(FAHAD RAZA)
Section Officer (Admn-I)

Copy for information to:-

All Officers, Ministry of Commerce, Islamabad.



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES

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2248 A.S-II
4.7.13
DY: No
Dated

June 24, 2013

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

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MANAGEMENT TRAINING & DEVELOPMENT PROGRAM FROM AUGUST 2013 TO JANUARY 2014

Dear Sir / Madam,

Please find enclosed the PIM's trainings schedule from August 2013 – January, 2014. Courses are scheduled for Lahore, Karachi, Islamabad and Quetta. Kindly send us the nominations for these courses at your earliest. Your nominations can be sent through either a letter, or a fax or an email addressing PIM. Nominations for the Lahore based courses should be sent directly to our Lahore Office. Course fee payment cheques / drafts / 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 particulars course may close earlier depending upon the number of nominations received.

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

Yours faithfully,

Adeel Zeerak
Registrar and
Chief Management Counselor

*Circulate in Ministry
in TOAP Lahore*

Encl: six-monthly trainings schedule

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PAKISTAN INSTITUTE OF MANAGEMENT

FEES CHART EFFECTIVE FROM AUGUST 2013 - JANUARY 2014



NAME OF COURSES	NON-MEMBERS (RS.)	MEMBERS (RS.)	CONTRIBUTORY MEMBERS (RS.)
3D Presentation Skills Using PowerPoint & Flash Tools	7,500	7,000	6,500
Advanced MS Access 2010 with MySQL Server	9,500	9,000	8,500
Advanced Microsoft Project	12,000	11,000	10,000
Advanced MS Office 2010	9,500	9,000	8,500
Advanced MS Office	9,500	9,000	8,500
Advanced MS Excel	9,000	8,500	8,000
Art of Selling & Coaching (FD)	12,500	11,500	10,500
Assertiveness Skills	9,500	9,000	8,500
Basics of Business English	12,500	11,500	10,500
Basic of Islamic Finance	7,500	7,000	6,500
Balanced Scorecard	11,000	10,000	9,000
Behavioral Skills for Managerial Effectiveness	15,000	14,000	13,000
Blue Ocean Strategy	14,500	13,500	12,500
Business Continuity Planning	14,000	13,000	12,000
Coaching: A Strategic Tool for Effective Leadership	13,500	12,500	11,500
Computer & Internet Security Threats & Countermeasures	9,500	9,000	8,500
Conflict Management	9,500	9,000	8,500
Contracts Management	15,500	14,500	13,500
Cost & Management Accounting for Non-Financial Managers	10,000	9,500	9,000
Creating Organizational Excellence	12,500	11,500	11,000
Critical Customer & Competitor Analysis for Winning Markets	12,500	11,500	10,500
Customer Relationship Management	12,500	11,500	11,000
Data Analysis & Business Decisions (for Advanced Users) in Excel	9,500	9,000	8,500
Data Analysis Techniques for Effective Decision Making	9,000	8,500	8,000
Development Course for Managers	16,000	15,000	14,000
Developing Managerial Competencies	14,000	13,000	12,000
Development Course for Supervisors	13,000	12,000	11,000
Developing Marketing Skills	12,500	11,500	10,500
Distribution Channel Management (FD)	15,500	14,500	13,500
Effective Creative Writing Skills	8,000	7,500	7,000
Effective Disaster Recovery Planning for IT Infrastructure	10,000	9,500	9,000
Effective Delegating Skills	6,500	6,000	5,500
Effective Letters, Reports and Presentations	13,500	12,500	11,500
Effective Economic Policy Making	17,000	16,000	15,000
Effective Purchase Management	15,500	14,500	13,500
Effective Communication Skills	16,000	15,000	14,000
Effective Complaint Handling	7,500	7,000	6,500
Effective Project Proposals	9,500	9,000	8,500
Emotional Intelligence	12,000	11,000	10,000
Enhancing Leadership Skills	16,000	15,000	14,000
Enterprise Risk Management	14,000	13,000	12,000
Event Management Skills	12,000	11,000	10,000
Executive Secretaries Course	12,500	11,500	10,500
Finance & Accounting for Non-Financial Executives	15,500	14,500	13,500
Financial Analysis: Concepts and Techniques	12,500	11,500	10,500
Financial Management Course	13,000	12,000	11,000
Forecasting Techniques for Managers	15,000	14,000	13,000
Front Desk: Managing the First Impression of Your Organization	6,000	5,500	5,000
Grow to Greatness: Smart Growth for Entrepreneurial Businesses	15,000	14,000	13,000
Handling Difficult People	12,500	11,500	10,500
How do Effective Managers Organize Themselves	12,500	11,500	10,500
How to Develop & Implement a Performance Management System	12,500	11,500	10,500
How to Improve Morale, Motivation and Commitment	15,500	14,500	13,500
How to Conduct Successful Selection Interviews	9,500	9,000	8,500
How to Conduct Effective Meetings	6,500	6,000	5,500
How to Implement an ERP System	11,000	10,000	9,000
How to Grow in the Growing Region Thru CQ Leadership (FD)	23,000	21,500	20,000
Human Resource Management	15,500	14,500	13,500

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PAKISTAN INSTITUTE OF MANAGEMENT

FEES CHART EFFECTIVE FROM AUGUST 2013 - JANUARY 2014



NAME OF COURSES	NON-MEMBERS (Rs.)	MEMBERS (Rs.)	CONTRIBUTORY MEMBERS (Rs.)
Implementing Oracle 11g Data Guard	8,500	8,000	7,500
Implementing Quality Circles	8,000	7,500	7,000
Implementing 5S	9,000	8,500	8,000
Improving Spoken English Skills	12,000	11,000	10,000
Improving Personal Effectiveness	15,500	14,500	13,500
Improving Workplace Effectiveness through Creativity & Innovation	9,500	9,000	8,500
Internal Auditing for ISO 9001:2008	11,000	10,000	9,000
Introduction to MS Office 2013	10,000	9,500	9,000
Inventory Management	12,500	11,500	10,500
Kaizen: Tools for Continuous Improvement	14,500	13,500	12,500
Knowledge Management & Organizational Development	13,000	12,000	11,000
Learn MS Access for Building Business Databases	11,000	10,000	9,000
Learn MS Office 2010 in 5 Days	10,000	9,000	8,000
Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)	14,500	13,500	12,500
Management Course for Junior Executives	18,000	17,000	16,000
Managing Change Effectively	9,000	8,500	8,000
Management by Exception	9,000	8,500	8,000
Management of Production Operations	15,000	14,000	13,000
Management by Objectives	9,500	9,000	8,500
Managerial Accounting: Creating Value in a Dynamic Business Environment	12,500	11,500	10,500
Materials Handling and Warehousing	13,500	12,500	11,500
Negotiation Skills	11,000	10,000	9,000
New Manager Course	14,000	13,000	12,000
Oracle Applications R12 - Financials	8,500	8,000	7,500
Organizational Performance Management: Management Tools for Improving Performance Indicators	15,000	14,000	13,000
Personal Imaging	6,000	5,500	5,000
Planning & Scheduling with Primavera P6 V8	20,000	19,000	18,000
Planning & Conducting Information System Audit	15,000	14,000	13,000
Presentation Skills for Managers	12,500	11,500	10,500
Principles of Good Management	15,000	14,000	13,000
Problem Solving and Decision Making Skills	18,000	17,000	16,000
Productivity Improvement Techniques	12,500	11,500	10,500
Project Monitoring Control and Evaluation	12,500	11,500	10,500
Production Planning Scheduling and Control	10,000	9,000	8,500
Quality Assurance and Management	14,500	13,500	12,500
Research Techniques for Decision Making	9,500	9,000	8,500
SAP Business ONE	12,000	11,000	10,000
Selling Competencies	12,000	11,000	10,000
Six Sigma: The Break Through Management Strategy	15,000	14,000	13,000
Skills in Administration	12,500	11,500	10,500
Skills in Goal Setting and Work Planning	15,000	14,000	13,000
Skills in Supervision	14,000	13,000	12,000
Social Media Marketing: Learn How to Market Your Products Online	9,500	9,000	8,500
Strategic Management	25,000	23,500	22,000
Strategic Marketing Planning (FD)	20,000	18,500	17,000
Stress Management	9,500	9,000	8,500
Supply Chain Management	17,000	16,000	15,000
Successfully Managing Multiple Projects: Effective Program & Portfolio Management	13,000	12,000	11,000
Teamwork: Getting People to Work Together	16,000	15,000	14,000
The Art of Technical Writing & its Advantages	14,000	13,000	12,000
The Power of Positive Thinking	12,000	11,000	10,000
Training Techniques for Trainers	15,000	14,000	13,000
Training Needs Analysis	9,500	9,000	8,500
Understanding Pakistan's Economy for Effective Decision Making	14,500	13,500	12,500
Workshop on Project Management	17,000	16,000	15,000
Workshop on Innovation Leadership	12,000	11,000	10,000

Note: PIM reserves the right to change the fee structure for all courses.

PAKISTAN INSTITUTE OF MANAGEMENT
Calendar of Events (AUGUST 2013 to JANUARY 2014)



LAHORE

Aug 19 - 21	Conflict Management	Nov 19 - 21	Negotiation Skills
Aug 19 - 23	Learn MS Access for Building Business Databases	Nov 19 - 22	Productivity Improvement Techniques
Aug 19 - 23	Advanced MS Access 2010 with MySQL Server	Nov 25 - 29	Skills in Supervision
Aug 19 - 30	Management Course for Junior Executives	Nov 25 - 29	Oracle Applications R12 - Financials
Aug 20 - 22	Implementing 5S	Nov 25 - 29	The Art of Technical Writing & its Advantages
Aug 26 - 29	Developing Marketing Skills	Dec 02 - 04	Strategic Marketing Planning (FD)
Aug 26 - 30	Quality Assurance and Management	Dec 02 - 06	Teamwork: Getting People to Work Together
Aug 26 - 28	Research Techniques for Decision Making	Dec 02 - 06	Materials Handling and Warehousing
Aug 26 - 30	Production Planning Scheduling and Control	Dec 09 - 11	Effective Creative Writing Skills
Sep 02 - 04	3D Presentation Skills Using PowerPoint & Flash Tools	Dec 09 - 12	Enhancing Leadership Skills
Sep 02 - 05	Skills in Administration	Dec 09 - 12	Emotional Intelligence
Sep 03 - 04	Effective Delegating Skills	Dec 09 - 13	Effective Purchase Management
Sep 09 - 13	Six Sigma: The Break Through Management Strategy	Dec 09 - 13	Planning & Scheduling with Primavera P6 V8
Sep 09 - 13	Improving Spoken English Skills	Dec 16 - 18	Cost & Management Accounting for Non-Financial Managers
Sep 10 - 12	Effective Complaint Handling	Dec 16 - 19	Handling Difficult People
Sep 16 - 18	Implementing Oracle 11g Data Guard	Dec 16 - 19	Forecasting Techniques for Managers
Sep 16 - 20	Management of Production Operations	Dec 16 - 20	How to Improve Morale, Motivation and Commitment
Sep 16 - 20	Principles of Good Management	Dec 16 - 20	Skills in Goal Setting and Work Planning
Sep 16 - 20	Workshop on Project Management	Dec 23 - 26	Human Resource Management
Sep 16 - 20	Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)	Dec 23 - 25	Training Needs Analysis
Sep 17 - 19	Stress Management	Dec 30 - Jan 03	Basics of Business English
Sep 23 - 24	Workshop on Innovational Leadership (FD) (New)	Dec 31 - Jan 02	Assertiveness Skills
Sep 23 - 25	Data Analysis Techniques for Effective Decision Making	Jan 01 - 03	Effective Project Proposals
Sep 23 - 26	Knowledge Management & Organizational Development	Jan 06 - 09	Selling Competencies
Sep 23 - 26	Internal Auditing for ISO 9001:2008	Jan 06 - 09	Coaching: A Strategic Tool for Effective Leadership
Sep 23 - 27	Development Course for Supervisors	Jan 06 - 08	Data Analysis & Business Decisions (for Advanced Users) in Excel
Oct 01 - 03	Management by Exception	Jan 08 - 09	Personal Imaging
Oct 01 - 04	Financial Analysis: Concepts and Techniques	Jan 13 - 15	Strategic Management
Oct 07 - 10	SAP Business ONE	Jan 20 - 23	Financial Management Course
Oct 07 - 11	Improving Personal Effectiveness	Jan 20 - 23	Blue Ocean Strategy
Oct 07 - 11	Supply Chain Management	Jan 20 - 23	Introduction to MS Office 2013 (New)
Oct 08 - 10	Managing Change Effectively	Jan 20 - 23	Event Management Skills
Oct 21 - 23	Developing Managerial Competencies	Jan 21 - 24	Contracts Management
Oct 21 - 23	Computer & Internet Security Threats & Countermeasures	Jan 27 - 31	Executive Secretaries Course
Oct 21 - 23	Management by Objectives	Jan 27 - 31	Problem Solving and Decision Making Skills
Oct 21 - 24	Inventory Management	ISLAMABAD	
Oct 21 - 24	Advanced MS Excel		
Oct 22 - 24	Improving Workplace Effectiveness through Creativity & Innovation	Sep 02 - 04	Finance & Accounting for Non- Financial Executives (FD)
Oct 28 - 31	The Power of Positive Thinking	Nov 04 - 08	Effective Purchase Management
Oct 28 - 31	Project Monitoring Control and Evaluation	Dec 30 - Jan 03	Teamwork: Getting People to Work Together
Oct 28 - Nov 01	Effective Communication Skills	Jan 07 - 09	Negotiation Skills
Nov 04 - 07	How to Develop & Implement a Performance Management System	QUETTA	
Nov 04 - 08	Training Techniques for Trainers	Aug 26 - 30	Finance & Accounting for Non- Financial Executives
Nov 04 - 08	Learn MS Office 2010 in 5 Days	Sep 10 - 13	Project Monitoring Control and Evaluation
Nov 06 - 08	Finance & Accounting for Non- Financial Executives (FD)	Oct 21 - 24	Financial Analysis: Concepts and Techniques
Nov 18 - 21	How do Effective Managers Organize Themselves	Nov 18 - 22	Effective Communication Skills
Nov 18 - 22	Effective Letters, Reports and Presentations	Dec 30 - Jan 03	Workshop on Project Management
Nov 18 - 22	Kaizen: Tools for Continuous Improvement	Jan 20 - 22	Effective Project Proposals

For details and registration, please contact the Program Office,



PIM, HEAD OFFICE: Shahrah Iran, Clifton, Karachi. Tel: (021) 99251718 EPABX: (021) 99251711-14; Fax: (021) 99251715, E-Mail: program@pim.com.pk
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PAKISTAN INSTITUTE OF MANAGEMENT
Calendar of Events (AUGUST 2013 to JANUARY 2014)



KARACHI

Aug 19 - 21	Strategic Management	Nov 04 - 08	Basics of Business English
Aug 19 - 22	Critical Customer & Competitor Analysis for Winning Markets	Nov 04 - 08	Teamwork: Getting People to Work Together
Aug 19 - 23	The Art of Technical Writing & its Advantages	Nov 04 - 08	Learn MS Office 2010 in 5 Days
Aug 19 - 22	The Power of Positive Thinking	Nov 18 - 20	Effective Project Proposals
Aug 20 - 23	Productivity Improvement Techniques	Nov 18 - 21	Financial Analysis: Concepts and Techniques
Aug 19 - 23	Materials Handling and Warehousing	Nov 18 - 21	Internal Auditing for ISO 9001:2008
Aug 26 - 28	Management By Exception	Nov 18 - 21	Successfully Managing Multiple Projects: Effective Program & Portfolio Management (New)
Aug 26 - 28	How to Conduct Successful Selection Interviews	Nov 19 - 20	Personal Imaging
Aug 26 - 29	New Manager Course (New)	Nov 25 - 27	Balanced Scorecard
Aug 27 - 28	How to Grow in the Biggest Growing Region Thru CQ Leadership: CQ Leadership Competencies for Competitive Growth (FD) (New)	Nov 25 - 28	Presentation Skills for Managers
Sep 02 - 04	Management by Objectives	Nov 25 - 28	Developing Marketing Skills
Sep 02 - 05	Human Resource Management	Nov 25 - 29	Organizational Performance Management: Management Tools for Improving Performance Indicators (New)
Sep 02 - 06	Kaizen: Tools for Continuous Improvement	Nov 25 - 29	Development Course for Supervisors
Sep 02 - 06	Training Techniques for Trainers	Nov 26 - 28	Stress Management
Sep 02 - 06	Skills in Supervision	Nov 26 - 28	Implementing 5S
Sep 02 - 06	Effective Purchase Management	Dec 02 - 04	Creating Organizational Excellence
Sep 09 - 12	Selling Competencies	Dec 02 - 04	Effective Complaint Handling
Sep 09 - 12	Event Management Skills	Dec 02 - 05	Introduction to MS Office 2013 (New)
Sep 09 - 13	Advanced MS Office	Dec 02 - 06	Improving Spoken English Skills
Sep 16 - 18	Cost & Management Accounting for Non-Financial Managers	Dec 09 - 13	Six Sigma: The Break Through Management Strategy
Sep 16 - 19	Handling Difficult People	Dec 09 - 13	Finance & Accounting for Non- Financial Executives
Sep 16 - 20	Problem Solving and Decision Making Skills	Dec 09 - 13	Improving Personal Effectiveness
Sep 17 - 19	Training Needs Analysis	Dec 09 - 13	Effective Letters, Reports and Presentations
Sep 23 - 26	How to Develop & Implement a Performance Management System	Dec 09 - 13	Learn MS Access for Building Business Databases
Sep 23 - 26	Forecasting Techniques for Managers	Dec 09 - 13	Workshop on Project Management
Sep 23 - 26	How do Effective Managers Organize Themselves	Dec 10 - 11	How to Conduct Effective Meetings
Sep 30 - Oct 04	Behavioral Skills for Managerial Effectiveness (New)	Dec 16 - 18	Computer & Internet Security Threats & Countermeasures
Oct 01 - 02	Distribution Channel Management (FD)	Dec 16 - 20	Effective Communication Skills
Oct 07 - 09	Negotiation Skills	Dec 16 - 20	Grow to Greatness: Smart Growth for Entrepreneurial Businesses (New)
Oct 07 - 09	Finance & Accounting for Non- Financial Executives (FD)	Dec 16 - 20	Supply Chain Management
Oct 07 - 09	Effective Creative Writing Skills	Dec 23 - 27	Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)
Oct 07 - 10	Advanced MS Excel	Jan 06 - 08	Developing Managerial Competencies
Oct 08 - 11	Contracts Management	Jan 06 - 08	Improving Workplace Effectiveness through Creativity & Innovation
Oct 21 - 24	Blue Ocean Strategy	Jan 06 - 09	Advanced MS Excel
Oct 21 - 24	Effective Disaster Recovery Planning for IT Infrastructure	Jan 06 - 09	Project Monitoring Control and Evaluation
Oct 21 - Nov 01	Management Course for Junior Executives	Jan 06 - 09	Inventory Management
Oct 22 - 24	Assertiveness Skills	Jan 06 - 10	Development Course for Managers
Oct 28 - Nov 01	Quality Assurance and Management	Jan 06 - 10	Principles of Good Management
Oct 28 - Nov 01	Skills in Goal Setting and Work Planning	Jan 13 - 17	Executive Secretaries Course
Nov 04 - 07	Knowledge Management & Organizational Development	Jan 21 - 23	Conflict Management
Nov 04 - 07	Skills in Administration		
Nov 04 - 08	How to Improve Morale, Motivation and Commitment		

For details and registration, please contact the Program Office,



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