

Government of Pakistan
Ministry of Commerce

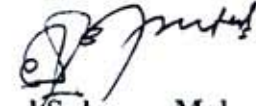


Subject: **TRAINING COURSES/SEMINAR SCHEDULE FOR THE MONTH OF APRIL,2014:**

The Pakistan Manpower Institute (PMI) has invited nominations for the under mentioned training courses scheduled to be held in the month of April, 2014 for five hours starting from 09:00 a. m to 2:00 p.m: -

<u>Sr. No.</u>	<u>Course</u>	<u>Duration</u>
1.	Human Resource Planning and Economic Development	2 nd - 4 th April,2014
2.	Population ,Labour Force and Employment	14 th -16 th April,2014
3.	Effective Communication Skills	21 st - 22 nd April,2014
4.	Globalization and Developments in Human Resource	28 th -30 th April,2014

2. The nominations of suitable officers in BPS-17 and above along with their E-Mail Address for the above courses may be sent to this Section at least 15 days before commencement of the desire course with the approval of respective Senior Officers.



(Muhammad Suleman Mahsud)
Section Officer (Admn-I)



DIRECTOR GENERAL

Phone (O) 9252594 Fax 9252595

SUBJECT: TRAINING COURSES/SEMINAR SCHEDULE FOR THE MONTH OF APRIL 2014.

Dear Sir,

Pakistan Manpower Institute (PMI) arranges a series of training courses/seminars/workshops in the wide spectrum of Human Resource Development and labour related issues. These programmes are organized for the Officers and Executives from Public and Private Sector Organizations dealing with human resource development and management. The purpose of organizing such activities is to disseminate information to the participants and enhance their prowess with regard to the issues in the area.

2. The institute has planned to organize 4 programmes in the month of April 2014 as listed below.

S.No	Name of Course/Seminar	Duration	Last Date for Submission of Nomination	Course Coordinator
1.	Human Resource Planning and Economic Development (Training Course)	02-04, April, 2014	28 th March, 2014	Mr. Asif Safdar, Assistant Director
2.	Population, Labour Force and Employment (Training Course)	14-16, April, 2014	11 th April, 2014	Mr. Asif Safdar, Assistant Director
3.	Effective Communication Skills (Seminar)	21-22 April, 2014	18 th April, 2014	Mr. Javaid Iqbal, Director
4.	Globalization and Developments in Human Resource (Training Course)	28-30 April, 2014	25 th April, 2014	Mr. Javaid Iqbal, Director

3. You are requested to send nomination(s) of suitable officers of BS-17, and above for the above stated training courses/seminar from your organization. Nominees are required to bring their one recent passport size photograph and copy of their official identity card along with them for the registration purpose. Timing of the courses/seminar will be from 0900 to 1400. The Institute is not charging any fee for above mentioned courses/seminar. However, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organization. The nomination of nominees should be forwarded to this Department on the format given below.

S.No	Name & Designation	Name of Course/Seminar	Contact No.	Email Address
1.				

4. Your personnel interest in the matter will be highly appreciated for further information please contact Mr. Javed Iqbal, Director, PMI on Phone No. 051-9252546 and Mr. Asif Safdar, Assistant Director, PMI on Phone No. 051-9252552 (email address. rana_mef@hotmail.com) for the courses as mentioned against them in table at Para 2.

With regards.

Yours sincerely,

(Haroon Ahmed Khan)

Secretary,
Commerce Division, Ministry of Commerce and
Textile Industry, Block "A", Pak. Secretariat, Islamabad