

Government of Pakistan
Ministry of Commerce

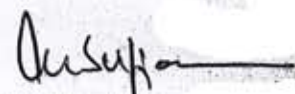


Subject: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF APRIL, 2016:**

The Pakistan Manpower Institute (PMI), Shahrah-e-Suhrawardy, Near Zero Point, Islamabad has invited nominations for the under mentioned 4 (four) training courses scheduled to be held in the month of April, 2016 for 5 hours starting from 08:30 a.m to 1:30 p.m : -

Sr. #.	Name of Event	Duration
1.	Effective Negotiation & persuasion skills	4 th to 7 th April, 2016
2.	Application of project Management in MS Project	11 th to 13 th April, 2016
3.	Diversity Management at work place	18 th to 20 th April, 2016
4.	Application of project Management in MS Project	25 th to 27 th April, 2016

2. The nominations of suitable officers in BPS-17 and above **along with their E-Mail Address and Contact Numbers** for the above stated courses may be sent to this office **at least 10 days before commencement of the desired course** with the approval of respective Senior Officers.



(Ali Sufian)

Deputy Director (MOC)

All Officers of BS-17 & Above of the Ministry of Commerce, Islamabad
Admn-I Section's U.O No. 2(2)/2015-Admn-I, dated 16-3-2016.



DIRECTOR GENERAL

Government of Pakistan

PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training
Shahrah-e-Suhrawardy Near Zero point, Islamabad

Dated: 25th February, 2016SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF APRIL, 2016**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD) and Human Resource Management (HRP). These programmes are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management. The purpose of organizing such programmes is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following training programmes during the month of April, 2016.

S.No	Name of Event	Duration	Course Coordinators
1.	Effective Negotiation & Persuasion Skills	4-7 April, 2016	Mr. Jaffar Mansoor Abbasi, Director, Ph:051-9252553 abbasijma@gmail.com
2.	Application of Project Management in MS Project	11-13 April, 2016	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com
3.	Diversity Management at Work Place	18-20 April, 2016	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com
4.	Application of Project Management in MS Project	25-27 April, 2016	Mr. Jaffar Mansoor Abbasi, Director, Ph:051-9252553 abbasijma@gmail.com

3. You are requested to kindly send 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training courses. Considering availability of limited seats, PMI will accept nominations on first come first serve basis. **Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0830 hours to 1330 hours. The Institute will not charge any fee for the workshop.** However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. The nomination of nominees may be forwarded to this Institute on the format given below:

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

4. Your personal attention in the matter will be highly appreciated.

Best regards

Yours sincerely,

Khalida Gulnar

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