



Government of Pakistan  
Ministry of Education, Trainings and  
Standards In Higher Education

***Pakistan Manpower Institute***

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Near Zero Point  
**Islamabad:**  
Ref.No.2 (226)/14-T&R  
Ref.No.5 (99)/14-T&R  
Dated: 6th February, 2014

***DIRECTOR GENERAL***

- SUBJECT: i) Training Course on "The Role Of Vocational Guidance And Vocational Training For Human Resource Development" (3-7 March, 2014)  
ii) Workshop on "Training and Developing of Human Resources" (20-21 March, 2014)


Dear Sir,

The Pakistan Manpower Institute (PMI), is established in 1975, in pursuance of Pakistan Manpower Council. Its mandate is to advance knowledge about ways & means for Human Resource Development and Planning for better utilization of Human Resource in the country and abroad. The purpose of organizing such activities is to disseminate information to the participants and enhance their proficiency for better utilization of HR. The Institute is also involved in research activities since its inception and has completed numerous Research Studies, Research Papers and Reports related to Human Resources and Employment issues.

- PMI has planned to organize a one week **Training Course on "The Role of Vocational Guidance and Vocational Training for Human Resource Planning and Development" (3-7 March, 2014)**. The objective of this course is to make the participants to understand the difference between guidance and vocational training and to highlight the importance of these two forces in identifying and developing human capabilities for a productive and satisfying life and, in conjunction with the different forms of education, to improve the ability of the individual to understand and, individually or collectively, to influence working conditions and social environment.
- PMI has planned to organize a two days **Workshop on "Training and Developing of Human Resources" (20 - 21 March, 2014)**. The objective of the workshop is to acquaint the participants with the tools and techniques of socializing, orienting and developing employees. The participants will be exposed to a process of helping employees to adopt their new organizations, their responsibilities and learn the organization's culture. The workshop will also deal with the employees training and development methods, so that the participants may be able to groom employees through training and development programmes in their respective organizations.
- Therefore you are requested kindly to send nomination from your organizations of Officers Executive on the subject. Nominees are required to bring recent passport size photograph and copy of their NIC alongwith them for the registration purpose. The course/workshop will be held at PMI building and **Timing of the course/workshop will be from 0830 to 1400 hours.**
- The Institute is not charging any fee for this Training Course/Workshop, however, TA/DA & accommodation facility, if needed, will be provided to the participants by their respective organizations.** For further information please contact: **Mr. Javaid Iqbal, Deputy Director, PMI (Coordinator of the Course/Workshop) on phone No. 9252546.** Name, Designation and Contact details (Telephone No., Fax, E-Mail Address) of nominee(s) may also please be provided for confirmation and further correspondence.

With best wishes and your personal interest in the matter will highly be appreciated.

Yours sincerely,

  
( Haroon Ahmed Khan )

Secretary,  
Commerce Division,  
Ministry of Commerce and Textile Industry,  
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