

Government of Pakistan  
Ministry of Commerce




**Subject: TRAINING COURSES/SEMINAR/WORKSHOP SCHEDULE FOR THE MONTH OF MARCH, 2015:**

The Pakistan Manpower Institute (PMI) has invited nominations for the under mentioned 7(seven) training courses scheduled to be held in the month of March, 2015 for 5½ hours starting from 08:30 a.m to 2:00 p.m : -

<b><u>Sr. #.</u></b>	<b><u>Name of Programme</u></b>	<b><u>Duration</u></b>
1.	Improving Personal Effective (Training Course)	2 <sup>nd</sup> - 5 <sup>th</sup> March, 2015
2.	Effective Team Management (Workshop)	9 <sup>th</sup> -10 <sup>th</sup> March, 2015
3.	Effective Working Relations in Public and Private Sector (Seminar)	11 <sup>th</sup> - 12 <sup>th</sup> March, 2015
4.	Auditing System in Pakistan(Training Course)	16 <sup>th</sup> - 17 <sup>th</sup> March, 2015
5.	Human Resource Development(Seminar)	18 <sup>th</sup> - 20 <sup>th</sup> March, 2015
6.	Negotiation, Persuasion and Influencing Skills (Workshop)	24 <sup>th</sup> - 26 <sup>th</sup> March, 2015
7.	Anger Management (Seminar)	30 <sup>th</sup> - 31 <sup>st</sup> March, 2015

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 10 days before commencement of the desire course** with the approval of respective Senior Officers.

  
(Muhammad Usman Ghani)  
Section Officer (Admn-I)

**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 23-02-2015