



DIRECTOR GENERAL

Government of Pakistan
Ministry of Education and Trainings
Pakistan Manpower Institute

Phone (O) 9252554
Fax: 9252595

**Shahrah-e-Suhrawardy
Near Zero Point,
Islamabad.**

Ref.No.2 (212)/12-T&R
Dated: 11th October, 2012

SUBJECT: **Training Course on "Maintaining High Performance"**
(12-16 November 2012).

Dear Sir/Madam,

Pakistan Manpower Institute (PMI), besides other activities, arranges a series of training courses 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 all over the country. 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 Training course on "**Maintaining High Performance" 12- 16 November, 2012.** The objective of the course is to impart knowledge to the participants about performance management system, tools and techniques for maximizing performance of employees by applying best performance management practices in their respective organizations in order to achieve organizational results.

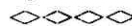
3. You are requested to kindly send nomination(s) for the training course from your organization. The Institute is not charging any fee for this training course, however, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organizations. Your personal interest in the matter will be highly appreciated. For further information please contact Mrs. Kalsoom Javaid, Assistant Director, PMI (Coordinator of the training course) on phone No. 9252551.

Yours sincerely,


(Muhammad Azam)

MOST IMMEDIATE

No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 24th October, 2012

C I R C U L A R

Copy of Pakistan Manpower Institute's letter No.2(212)/12-T&R, dated 11-10-2012 is forwarded with the request that nomination of suitable officers, duly approved/recommended by their respective senior officers may kindly be furnished to Admn-I Section latest by **01-11-2012.**


(MARIA KAZI)
Section Officer (Admn-I)