

Government of Pakistan  
Ministry of Commerce




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

The Pakistan Manpower Institute (PMI) has invited nominations for the under mentioned 4(four) training courses scheduled to be held in the month of September, 2014 for 5½ hours starting from 08:30 a. m to 2:00 p.m : -

<b>Sr. No.</b>	<b>Name of Event</b>	<b>Duration</b>
1.	Strategic Time Management	1 <sup>st</sup> - 4 <sup>th</sup> September, 2014
2.	Transforming Leadership in 21 <sup>st</sup> Century	8 <sup>th</sup> -11 <sup>th</sup> September, 2014
3.	Strategic Vision	15 <sup>th</sup> - 18 <sup>th</sup> September, 2014
4.	Auditing System in Pakistan	29 <sup>th</sup> - 30 <sup>th</sup> September, 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 07 days before commencement of the desire course** with the approval of respective Senior Officers.

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

**All Officers of BS-17 & Above of the Ministry of Commerce, Islamabad**  
Admn-I Section's U.O No. 2(13)/2009-Admn-I dated 27-08-2014



Ref.No.2 (246)14-T&R

Government of Pakistan

Ministry of Federal Education and Professional Trainings

**PAKISTAN MANPOWER INSTITUTE**

Shahrah-e-Suhrawardy Near Zero Point

Islamabad, Dated 25<sup>th</sup> July, 2014

**DIRECTOR**

Phone (O) 9252546 Fax 9252595

**SUBJECT: TRAINING COURSES/SEMINAR/WORKSHOP SCHEDULE FOR THE SEPTEMBER, 2014.**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) arranges a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management and Personnel Development. These programmes are organized for the Officers and Executives, both from Public and Private Organizations, as well as semi-government institutions, multinationals and autonomous bodies/organizations etc. dealing with human resource management and development. The purpose of organizing such activities is to impart knowledge & skills among the participants.

This Institute has planned four training courses/seminars/workshops during the month of September, 2014

As under:-

S.No	Name of Event	Duration	Course Coordinators
1.	Strategic Time Management.	01-04 September, 2014	Ms. Farhat Shafiq, Assistant Director/ Course Coordinator
2.	Transforming Leadership in 21 <sup>st</sup> Century	08-11 September, 2014	Mr. Javaid Iqbal, Director/Course Coordinator
3.	Strategic Vision	15-18 September, 2014	Mr. Asif Safdar, Assistant Director/ Workshop Coordinator
4.	Auditing System in Pakistan	29-30 September, 2014	Mr. Javaid Iqbal, Director/Seminar Coordinator

3. You are requested to send nomination(s) of suitable officers of BS-17, and above for the above training course/seminar/workshop from your organization. Nominees are required to bring their one recent passport size photograph and copy of their official identity card for the registration purpose. Timings of the event will be from 0830 hours to 1400 hours. The Institute will not charge any fee for the course/seminar/workshop. However, TADA & accommodation facility, if involved, will be provided to the participants by their respective organizations. The nomination(s) may be forwarded to this Institute on the following format, well before the time duration of the event and be confirmed through Fax, Telephone and e-mail.

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

4. The co-operation in this regard will be highly appreciated. For further information, Mr. Javaid Iqbal, Director on Ph: # 051-9252546; Miss. Farhat Shafiq, Assistant Director, PMI on Ph: # 051-9252555 and Mr. Asif Safdar, Assistant Director on Ph: # 051-9252552 (email address: rana\_mef@hotmail.com) may be contacted for the respective courses as mentioned above.

Best Regards.

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

Yours sincerely,

(Javaid Iqbal)