



Government of Pakistan
Ministry of Professional and Technical Training

Pakistan Manpower Institute

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Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:

Ref.No.2 (209)/12-T&R

Dated:2nd February, 2012

DIRECTOR GENERAL

SUBJECT: **TRAINING COURSE ON "TRAINING AND DEVELOPING HUMAN RESOURCES (5-9 MARCH, 2012).**

Dear Sir,

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 dealing with human resource development and management. 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 a training course on "**Training and Developing Human Resources (5-9 March, 2012)**". The objective of the course is to acquaint the participants with the tools and techniques of socialization, 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 course will also deal with the employees training and development programmes in their respective organisations.

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 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, Deputy Director, PMI (Coordinator of the Course) on phone No. 9252551.

Yours sincerely,


(Muhammad Azam)

MOST IMMEDIATE

No. 2(9)/2011-Admn-I
Government of Pakistan
Ministry of Commerce

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Islamabad, the 21st February, 2012

CIRCULAR

Copy of Pakistan Manpower Institute's letter No. 2(209)/12-T&R, dated 02-02-2012 is forwarded with the request that nomination of suitable officers, duly approved/recommended by their respective officers may kindly be furnished to Admn-I Section latest by **23-02-2012**.

