

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

Subject: **NOMINATIONS FOR TRAINING COURSES AT PAKISTAN INSTITUTE OF MANAGEMENT**

Pakistan Institute of Management (PIM), Ministry of Industries & Production has requested, for nominations of suitable officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad under the “Management Training & Development Program” for the period of **July-December 2023**.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
KARACHI			
1	SKILLS IN GOAL SETTING AND WORK PLANNING	17-19 July, 2023	7.7.2023
2	EFFECTIVE PURCHASE MANAGEMENT	24-25 July, 2023	14.7.2023
3	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	24-26 July, 2023	-do-
4	HUMAN RESOURCE MANAGEMENT	7-9 August 2023	28.7.2023
5	ACCIDENT INVESTIGATION AND REPORTING	15-16 August 2023	4.8.2023
6	EFFECTIVE COMMUNICATION SKILLS	15-17 August 2023	-do-
7	STRATEGIC MANAGEMENT	17-18 August 2023	-do-
8	TAXATION LAWS OF PAKISTAN	7-9 September 2023	28.8.2023
9	FINANCIAL ANALYSIS CONCEPTS AND TECHNIQUES	11-13 September 2023	1.9.2023
10	MS PROJECT	11-12 September 2023	-do-
11	ENHANCING LEADERSHIP SKILLS	18-19 September 2023	8.9.2023
12	PROJECT MONITORING, EVALUATION & CONTROL	25-26 September 2023	15.9.2023
13	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	25-26 September 2023	-do-
14	EVENT MANAGEMENT SKILLS	2-3 October 2023	25.9.2023
15	SUPPLY CHAIN MANAGEMENT	2-3 October 2023	-do-
16	DEVELOPING MANAGERIAL COMPETENCIES	4-5 October 2023	-do-
17	SKILLS IN ADMINISTRATION	9-10 October 2023	-do-
18	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	16-17 October 2023	6.10.2023
19	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	16-20 October 2023	-do-
20	CONFLICT MANAGEMENT	18-19 October 2023	10.10.2023
21	IMPROVING PERSONAL EFFECTIVENESS	23-25 October 2023	-do-
22	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	6-8 November 2023	27.10.2023
23	MANAGING MULTIPLE PROJECT	13-14 November 2023	6.11.2023
24	DEVELOPMENT COURSE FOR SUPERVISORS	13-15 November 2023	-do-
25	CREATING ORGANIZATIONAL EXCELLENCE	20-21 November 2023	-do-
26	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	26-27 December 2023	15.12.2023
LAHORE			
1	CREATING ORGANIZATIONAL EXCELLENCE	10-11 July 2023	3.7.2023
2	PROCEDURES OF CONDUCTING EMPLOYEE ENQUIRIES	18-19 July 2023	10.7.2023
3	QUALITY ASSURANCE AND MANAGEMENT	24-25 July 2023	-do-
4	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	21-23 August 2023	11.8.2023
5	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	21-23 August 2023	-do-

6	STRATEGIC MANAGEMENT	18-19 September 2023	8.9.2023
7	SKILLS IN ADMINISTRATION	25-26 September 2023	-do-
8	SKILLS IN SUPERVISION	5-6 October 2023	25.9.2023
9	EFFECTIVE PURCHASE MANAGEMENT	18-19 October 2023	6.10.2023
10	FINANCIAL MANAGEMENT	18-19 October 2023	-do-
11	E-LEADERSHIP	23-24 October 2023	-do-
12	DESIGN THINKING FOR INNOVATION	25-26 October 2023	-do-
13	DEVELOPMENT COURSE FOR SUPERVISORS	25-27 October 2023	-do-
14	PROJECT MONITORING, EVALUATION & CONTROL	26-27 October 2023	-do-
15	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	6-7 November 2023	27.10.2023
16	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	13-15 November 2023	6.11.2023
17	NEGOTIATION SKILLS	20-21 November 2023	-do-
18	SUPPLY CHAIN MANAGEMENT	22-23 November 2023	-do-
19	TRAINING TECHNIQUES FOR TRAINERS	29 Nov 1 st - Dec 2023	22.11.2023
20	HUMAN RESOURCE MANAGEMENT	4-6 December 2023	-do-
21	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	4-5 December 2023	-do-
22	PERFORMANCE BASED MANAGEMENT	11-12 December 2023	01.12.2023
23	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	11-15 December 2023	-do-
24	PROBLEM SOLVING AND DECISION MAKING SKILLS	13-15 December 2023	-do-
25	ENHANCING LEADERSHIP SKILLS	14-15 December 2023	-do-
26	UNDERSTANDING PPRA RULES	18-19 December 2023	8.12.2023
27	MANAGING MULTIPLE PROJECT	21-22 December 2023	-do-
28	DEVELOPING MANAGERIAL COMPETENCIES	28-29 December 2023	15.12.2023
ISLAMABAD			
1	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	13-14 July 2023	3.7.2023
2	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	13-14 July 2023	-do-
3	SKILLS IN SUPERVISION	20-21 July 2023	-do-
4	STRATEGIC MANAGEMENT	31 July, 1 August 2023	21.7.2023
5	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	31 July, 1 August 2023	-do-
6	CREATING ORGANIZATIONAL EXCELLENCE	7-8 August 2023	28.7.2023
7	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	7-11 August 2023	-do-
8	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	9-11 August 2023	-do-
9	DEVELOPING MANAGERIAL COMPETENCIES	15-16 August 2023	7.8.2023
10	HR ANALYTICS	15-16 August 2023	-do-
11	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	17-18 August 2023	-do-
12	SKILLS IN ADMINISTRATION	22-23 August 2023	11.8.2023
13	ENHANCING LEADERSHIP SKILLS	24-25 August 2023	-do-
14	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	28-30 August 2023	-do-
15	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	31 August- 1 September 2023	25.8.2023
16	NEGOTIATION SKILLS	4-5 September 2023	-do-
17	SUPPLY CHAIN MANAGEMENT	6-7 September 2023	-do-
18	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	11-12 September 2023	1.9.2023
19	HUMAN RESOURCE MANAGEMENT	11-13 September 2023	-do-

20	PROBLEM SOLVING AND DECISION MAKING SKILLS	13-15 September 2023	-do-
21	MANAGING MULTIPLE PROJECTS	14-15 September 2023	-do-
22	FINANCIAL MANAGEMENT	18-19 September 2023	8.9.2023
23	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	18-20 September 2023	-do-
24	UNDERSTANDING PPRA RULES	20-21 September 2023	-do-
25	TRAINING TECHNIQUES FOR TRAINERS	27-29 September 2023	18.9.2023
26	CRITICAL THINKING AND ANALYTICAL SKILLS	28-29 September 2023	-do-
27	INTEGRATED HSE MANAGEMENT SYSTEM: ISO 14001 AND 45001	9-11 October 2023	25.9.2023
28	ESSENTIALS OF EMERGING LEADERS	9-10 October 2023	-do-
29	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	16-17 October 2023	6.10.2023
30	TECHNIQUES FOR CAPITAL, BUDGETING AND FORECASTING	23-24 October 2023	-do-
31	PERFORMANCE BASED MANAGEMENT	30-31 October 2023	-do-
32	EFFECTIVE COMMUNICATION SKILLS	6-8 November 2023	27.10.2023
33	IMPROVING PERSONAL EFFECTIVENESS	13-15 November 2023	-do-
34	QUALITY ASSURANCE AND MANAGEMENT	20-21 November 2023	10.11.2023
35	TAXATION LAWS OF PAKISTAN	20-22 November 2023	-do-
36	CONFLICT MANAGEMENT	27-28 November 2023	-do-
37	PROJECT MONITORING, EVALUATION & CONTROL	7-8 December 2023	27.11.2023
38	DEVELOPMENT COURSE FOR SUPERVISORS	20-22 December 2023	15.12.2023
39	PROCEDURES OF CONDUCTING EMPLOYEE ENQUIRIES	26-27 December 2023	-do-

2. The requisite eligibility criteria and general requirements are as under:

Eligibility Criteria:

- All Officers of Finance Division (BS-17) and above.
- Relevance of present job responsibilities with the proposed training.

Documents Required:

- Nominations duly recommended by AFS/Head of the Wing concerned.
- Duly filled local training Proforma.
- Copy of CNIC.

3. Interested officers of the Finance Division (BS-17 & above) are requested to please note the following points while forwarding their nominations:

- (a) Nominations that do not fulfill the eligibility criteria will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) Incomplete application(s) would not be entertained.


 (Madiha Rafique)
 Section Officer (QA-I)

All Officers (BS-17 & above) of Finance Division, Islamabad.
Finance Division's. U.O.No.3 (2)/QA-I-2023-24 dated 19-6-2023

Copy to: - Webmaster, with the request to kindly upload the Circular on Finance Division's website.