

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

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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 **January-June 2023**.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
<b>KARACHI</b>			
1	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	2-4 Jan, 2023	26-12-2022
2	ENTERPRISE RISK MANAGEMENT	16-17 Jan, 2023	06-1-2022
3	DEVELOPING AND EXECUTING STRATEGY (NEW)	16-18 Jan, 2023	-do-
4	DEVELOPING MANAGERIAL COMPETENCIES	23-24 Jan, 2023	13-1-2023
5	EFFECTIVE PURCHASE MANAGEMENT	23-24 Jan, 2023	-do-
6	WORKSHOP ON PROJECT MANAGEMENT	23-25 Jan, 2023	-do-
7	HUMAN RESOURCE MANAGEMENT	6-8 Feb, 2023	27-1-2023
8	TAXATION LAWS OF PAKISTAN	13-15 Feb, 2023	3-2-2023
9	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	20-21 Feb, 2023	-do-
10	PROJECT MONITORING, EVALUATION & CONTROL	27-28 Feb, 2023	17-02-2023
11	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	27 Feb, to 03 March, 2023	-do-
12	STRESS MANAGEMENT	6-7 March, 2023	24-2-2023
13	STRATEGIC MANAGEMENT	13-14 March, 2023	3-3-2023
14	CRITICAL THINKING AND ANALYTICAL SKILLS	13-14 March, 2023	-do-
15	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	13-14 March, 2023	-do-
16	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	20-21 March, 2023	10-3-2023
17	IMPROVING PERSONAL EFFECTIVENESS	20-22 March, 2023	-do-
18	SKILLS IN ADMINISTRATION	2-3 May, 2023	21-4-2023
19	MANAGING MULTIPLE PROJECT	2-3 May, 2023	-do-
20	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	8-9-May, 2023	28-4-2023
21	CONTRACT MANAGEMENT	8-9 May, 2023	-do-
22	INVENTORY MANAGEMENT AND WAREHOUSING	15-16 May, 2023	5-5-2023
23	MAINTENANCE MANAGEMENT WITH TPM	22-23 May, 2023	12-5-2023
24	TRAINING TECHNIQUES FOR TRAINERS	29-31 May, 2023	19-5-2023
25	CONFLICT MANAGEMENT	5-6 June, 2023	26-5-2023
26	PERFORMANCE BASED MANAGEMENT	7-8 June, 2023	-do-
27	SUPPLY CHAIN MANAGEMENT	19-20 June, 2023	9-6-2023
<b>LAHORE</b>			
1	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	16-17 Jan, 2023	6-1-2022
2	STRESS MANAGEMENT	30-31 Jan, 2023	20-1-2023
3	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	6-7 Feb, 2023	27-1-2023
4	CONTRACT MANAGEMENT	13-14 Feb, 2023	-do-
5	EVENT MANAGEMENT SKILLS	15-16 Feb, 2023	3-2-2023
6	E-LEADERSHIP	20-21 Feb, 2023	-do-

7	WORKSHOP N PROJECT MANAGEMENT	22-24 Feb, 2023	10-2-2023
8	SKILLS IN ADMINISTRATION	27-28 Feb, 2023	17-2-2023
9	DEVELOPING AND EXECUTING STRATEGY (NEW)	27-29 Feb, 2023	-do-
10	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) (NEW)	1-3 March, 2023	24-2-2023
11	PRINCIPLES OF GOOD MANAGEMENT	1-3 March, 2023	-do-
12	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	6-8 March, 2023	3-3-2023
13	EFFECTIVE PURCHASE MANAGEMENT	13-14 March, 2023	-do-
14	AGILE PROJECT MANAGEMENT	16-17 March, 2023	-do-
15	PERFORMANCE BASED MANAGEMENT	26-27 April, 2023	14-4-2023
16	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	2-3 May, 2023	21-4-2023
17	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	2-4 May, 2023	-do-
18	DESIGN THINKING FOR INNOVATION	4-5 May, 2023	-do-
19	CONFLICT MANAGEMENT	8-9 May, 2023	28-4-2023
20	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	10-11 May, 2023	-do-
21	PROJECT MONITORING, EVALUATION & CONTROL	11-12 May, 2023	-do-
22	HUMAN RESOURCE MANAGEMENT	15-17 May, 2023	5-5-2023
23	SUPPLY CHAIN MANAGEMENT	22-23 May, 2023	-do-
24	UNDERSTANDING PPRA RULES	24-25 May, 2023	-do-
25	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	12-14 June, 2023	2-6-2023
26	DEVELOPMENT COURSE FOR SUPERVISORS	19-21 June, 2023	9-6-2023
27	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	19-23 June, 2023	-do-
28	PROBLEM SOLVING AND DECISION MAKING SKILLS	26-28 June, 2023	-do-
<b>ISLAMABAD</b>			
1	CRITICAL THINKING AND ANALYTICAL SKILLS	9-10 Jan, 2023	30-12-2022
2	SKILLS IN ADMINISTRATION	16-17 Jan, 2023	6-1-2023
3	DATA SCIENCE FOR DECISION MAKING	19-20 Jan, 2023	-do-
4	MANAGEMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	19-20 Jan, 2023	-do-
5	STRATEGIC MANAGEMENT	23-24 Jan, 2023	13-1-2023
6	HR ANALYTICS	23-24 Jan, 2023	-do-
7	QUALITY ASSURANCE AND MANAGEMENT	26-27 Jan, 2023	-do-
8	UNDERSTANDING PPRA RULES	30-31 Jan, 2023	20-1-2023
9	CONFLICT MANAGEMENT	30-31 Jan, 2023	-do-
10	TRAINING TECHNIQUES FOR TRAINERS	1-3 Feb, 2023	20-1-2023
11	INNOVATION AND CHANGE MANAGEMENT (NEW)	15-16 Feb, 2023	03-2-2023
12	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	15-17 Feb, 2023	-do-
13	INTEGRATED HSE MANAGEMENT SYSTEM: ISO 14001 AND 45001	20-22 Feb, 2023	10-2-2023
14	PROBLEM SOLVING AND DECISION MAKING SKILLS	27 Feb to 1 March, 23	17-2-2023
15	MS PROJECT	6-7 March, 2023	03-3-2023
16	EVENT MANAGEMENT SKILLS	8 March, 2023	-do-
17	FINANCIAL ANALYSIS CONCEPTS AND TECHNIQUES	8-10 March, 2023	-do-
18	ANGER MANAGEMENT (NEW)	9-10 March, 2023	-do-
19	HUMAN RESOURCE MANAGEMENT	13-15 March, 2023	3-3-2023
20	WORKSHOP ON PROJECT MANAGEMENT	15-17 March, 2023	-do-

21	SUPPLY CHAIN MANAGEMENT	2-3 May, 2023	21-4-2023
22	ADVANCE FINANCIAL MODELING IN EXCEL (NEW)	8-9 May, 2023	28-4-2023
23	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	22-24 May, 2023	05-5-2023
24	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	29-30 May, 2023	-do-
25	TAXATION LAWS OF PAKISTAN	7-9 June, 2023	26-5-2023
26	CONTRACT MANAGEMENT	22-23- June, 2023	9-6-2023
27	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	26-27 June, 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 enclosed).
- 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-2022-23/Dated 19-12-2022  
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Copy to: - Webmaster, with the request to kindly upload the Circular on Finance Division's website.