

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 **August-December 2022**.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
<b>KARACHI</b>			
1	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	08-09 Aug, 2022	01-08-2022
2	EFFECTIVE PURCHASE MANAGEMENT	15-16 Aug, 2022	08-08-2022
3	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	17-19 Aug, 2022	-do-
4	PROJECT MONITORING, EVALUATION & CONTROL	22-23 Aug, 2022	15-08-2022
5	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	05-06 Sep, 2022	29-08-2022
6	TAXATION LAWS OF PAKISTAN	05-06 Sep, 2022	-do-
7	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	19-21 Sep, 2022	12-09-2022
8	HUMAN RESOURCE MANAGEMENT	17-19 Oct, 2022	10-10-2022
9	DEVELOPMENT COURSE FOR SUPERVISORS	24-25 Oct, 2022	17-10-2022
10	STRATEGIC MANAGEMENT	24-25 Oct, 2022	-do-
11	SUPPLY CHAIN MANAGEMENT	14-15 Nov, 2022	07-11-2022
12	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	05-07 Dec, 2022	28-11-2022
13	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	05-09 Dec, 2022	-do-
14	CONFLICT MANAGEMENT	12-13 Dec, 2022	05-12-2022
15	SKILLS IN ADMINISTRATION	12-13 Dec, 2022	-do-
16	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	19-20 Dec, 2022	12-12-2022
17	E-LEADERSHIP	26-27 Dec, 2022	19-12-2022
<b>LAHORE</b>			
1	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	17-18 Aug, 2022	08-08-2022
2	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 54001 (NEW)	17-18 Aug, 2022	-do-
3	INTERNAL FINANCIAL MANAGEMENT AUDITING & RISK MANAGEMENT	22-23 Aug, 2022	15-08-2022
4	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	05-07 Sep, 2022	29-08-2022
5	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	19-21 Sep, 2022	12-09-2022
6	MAINTENANCE MANAGEMENT WITH TPM	26-27 Sep, 2022	19-09-2022
7	HUMAN RESOURCE MANAGEMENT	26-28 Sep, 2022	-do-
8	CONFLICT MANAGEMENT	03-04 Oct, 2022	26-09-2022
9	SKILLS IN GOALS SETTING AND WORK PLANNING	05-06 Oct, 2022	-do-
10	PERFORMANCE MANAGEMENT	10-11 Oct, 2022	03-10-2022
11	SUPPLY CHAIN MANAGEMENT	17-18 Oct, 2022	-do-
12	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	17-21 Oct, 2022	10-10-2022
13	EFFECTIVE PURCHASE MANAGEMENT	24-25 Oct, 2022	-do-
14	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	24-26 Oct, 2022	17-10-2022

15	CONTRACT MANAGEMENT	26-27 Oct, 2022	-do-
16	SKILLS IN ADMINISTRATION	31 Oct-1 Nov, 2022	24-10-2022
17	TRAINING IN TECHNIQUES FOR TRAINER	31 Oct-2 Nov, 2022	-do-
18	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	31 Oct-2 Nov, 2022	-do-
19	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	02-03 Nov, 2022	25-10-2022
20	E-LEADERSHIP	07-08 Nov, 2022	31-10-2022
21	DESIGN THINKING FOR INNOVATION	09-10 Nov, 2022	-do-
22	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	14-15 Nov, 2022	07-11-2022
23	DEVELOPMENT COURSE FOR SUPERVISORS	21-22 Nov, 2022	14-11-2022
24	FINANCIAL ANALYSIS CONCEPTS AND TECHNIQUES	21-23 Nov, 2022	-do-
25	PRODUCTION OPERATIONS MANAGEMENT	21-23 Nov, 2022	-do-
26	QUALITY ASSURANCE AND MANAGEMENT	28-30 Nov, 2022	21-11-2022
27	PROJECT MONITORING, EVALUATION & CONTROL	01-02 Dec, 2022	23-11-2022
28	STRATEGIC MANAGEMENT	01-02 Dec, 2022	-do-
29	MANAGING MULTIPLE PROJECTS	15-16 Dec, 2022	05-12-2022
30	DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	26-27 Dec, 2022	19-12-2022
31	DEVELOPING MANAGERIAL COMPETENCIES	26-27 Dec, 2022	-do-
<b>ISLAMABAD</b>			
1	INVENTORY MANAGEMENT AND WAREHOUSING	08-09 Aug, 2022	01-08-2022
2	SKILLS IN ADMINISTRATION	09-10 Aug, 2022	-do-
3	STRATEGIC MANAGEMENT	15-16 Aug, 2022	08-08-2022
4	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	22-23 Aug, 2022	15-08-2022
5	FINANCIAL MANAGEMENT	01-02 Sep, 2022	22-08-2022
6	HR ANALYTICS	01-02 Sep, 2022	-do-
7	UNDERSTANDING PPRA RULES (FEDERAL)	05-06 Sep, 2022	29-08-2022
8	COMPETITIVE INTELLIGENCE	07 Sep, 2022	-do-
9	DEVELOPMENT COURSE FOR SUPERVISORS	12-13 Sep, 2022	05-09-2022
10	WORKSHOP ON STRATEGIC PLANNING	26-27 Sep, 2022	19-09-2022
11	DEVELOPING EMPLOYEES PERFORMANCE KPI SYSTEM	28-29 Sep, 2022	-do-
12	MANAGEMENT COURSE FOR JUNIOR EXECUTIVE	03-07 Oct, 2022	26-09-2022
13	DEVELOPMENT MANAGERIAL COMPETENCIES	10-11 Oct, 2022	03-10-2022
14	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	10-12 Oct, 2022	-do-
15	PLANNING AND SCHEDULING WITH PRIMAVERA P6 V 18.8	19-20 Oct, 2022	10-10-2022
16	ENTERPRISE RISK MANAGEMENT	24-25 Oct, 2022	17-10-2022
17	INTEGRATED HSE MANAGEMENT SYSTEM: ISO 14001 AND 45001 (NEW)	26-28 Oct, 2022	-do-
18	TAXATION LAWS OF PAKISTAN	26-28 Oct, 2022	-do-
19	PROJECT MONITORING, EVALUATION & CONTROL	03-04 Nov, 2022	24-10-2022
20	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	07-09 Nov, 2022	-do-
21	PERFORMANCE MANAGEMENT	10-11 Nov, 2022	31-10-2022
22	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	17-18 Nov, 2022	07-11-2022
23	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	28-29 Nov, 2022	21-11-2022
24	EFFECTIVE PURCHASE MANAGEMENT	05-06 Dec, 2022	28-11-2022
25	MODERN SECRETARIAL PRACTICES	05-06 Dec, 2022	-do-
26	FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE	08-09 Dec, 2022	29-11-2022
27	SUPPLY CHAIN MANAGEMENT	12-13 Dec, 2022	-do-
28	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	15-17 Dec, 2022	07-11-2022
29	HUMAN RESOURCE MANAGEMENT	19-21 Dec, 2022	-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.

  
(Madina Rafique)  
Section Officer (QA-I)

All Officers (BS-17& above) of Finance Division, Islamabad.  
**Finance Division's. U.O.No.3 (2)/QA-I-2014 Dated 29-07-2022**

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