## 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 **August-December 2024.** 

<u>S.#</u>	Course Title	<u>Duration</u>	Submission date to QA-I Section
KARA	CHI •		
1	ACCIDENT INVESTIGATION AND REPORTING	1-2 Aug, 2024	29.7.2024
2	STRATEGY FORMULATION	5-6 Aug, 2024	-do-
3	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	5-7 Aug, 2024	-do-
4	EFFECTIVE COMMUNICATION SKILLS	5-7 Aug, 2024	-do-
5	STRESS MANAGEMENT	8-9 Aug, 2024	01.8.2024
6	MS PROJECT	12-13 Aug, 2024	-do-
7	MANAGING WITH POWER AND INFLUENCE	19-20 Aug, 2024	12.8.2024
8	PROBLEM SOLVING AND DECISION MAKING SKILLS	19-21 Aug, 2024	-do-
9	MAINTENANCE MANAGEMENT WITH TPM	22-23 Aug, 2024	-do-
10	DEVELOPING MANAGERIAL COMPETENCIES	26-27 Aug, 2024	-do-
11	WORKPLACE PRODUCTIVITY WITH DIGITAL TOOLS AND TECHNIQUES (NEW)	26-27 Aug, 2024	-do-
12	LATERAL CREATIVE SOLUTION AND ANALYTICAL SKILLS (NEW)	26-28 Aug, 2024	-do-
13	STRATEGIC MANAGEMENT	2-3 Sep, 2024	26.8.2024
14	DEVELOPMENT COURSE FOR SUPERVISORS	2-4 Sep , 2024	-do-
15	ENGLISH SPEAK UP, STAND OUT: MASTER THE ART OF STORYTELLING FOR PUBLIC SPEAKING (NEW)	2-5 Sep, 2024	-do-
16	INTERNATIONAL TRADE MANAGEMENT: IMPORT- EXPORT PROCEDURES WITH DOCUMENTATION (NEW)	3-4 Sep,, 2024	-do-
17	ENHANCING LEADERSHIP SKILLS	9-10 Sep, 2024	-do-
18	ADVANCED MS OFFICE	9-11 Sep, 2024	-do-
19	CERTIFIED LEAN SIX SIGMA: GREEN BELT	9-13 Sep, 2024	-do-
20	INTRODUCTION OF SOCIAL MEDIA MARKETING (NEW)	10-11 Sep, 2024	-do-
21	TAXATION LAWS OF PAKISTAN	18-20 Sep, 2024	10.9.2024
22	TRAINING TECHNIQUES FOR TRAINERS	18-20 Sep, 2024	-do-
23	PROJECT MONITORING, EVALUATION AND CONTROL	19-20 Sep, 2024	-do-
24	SUPPLY CHAIN MANAGEMENT	23-24 Sep, 2024	-do-
25	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	23-24 Sep, 2024	-do-
26	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	23-25 Sep, 2024	-do-
27	EVENT MANAGEMENT SKILLS	26-27 Sep, 2024	-do-
28	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	30 Sep-1 Oct, 2024	26.9.2024

29	HUMAN RESOURCE MANAGEMENT	30 Sep – 1 Oct,	-do-
30	SVILLS IN ADMINISTRATION	2024	
31	SKILLS IN ADMINISTRATION	2-3 Oct, 2024	-do-
32	EFFECTIVE PRESENTATION SKILLS	3-4 Oct, 2024	-do-
	CONFLICT MANAGEMENT	7-8 Oct, 2024	3.10.2024
33	UNDERSTANDING PPRA RULES	7-8 Oct, 2024	-do-
34	IMPROVING PERSONAL EFFECTIVENESS	7-9 Oct, 2024	do- ·
35	WORKSHOP ON PROJECT MANAGEMENT	7-9 Oct, 2024	-do-
36	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	7-11 Oct, 2024	-do-
37	WIN CUSTOMERS OVER: THE ART OF CUSTOMER SERVICES (NEW)	14-15 Oct, 2024	7.10.2024
38	HABITS OF SUCCESSFUL PROFESSIONALS	14-15 Oct, 2024	-do-
39	ADVANCED MS EXCEL	14-16 Oct, 2024	-do-
40	PRINCIPLES OF GOOD MANAGEMENT	14-16 Oct, 2024	-do-
41	PRODUCTION OPERATIONS MANAGEMENT	14-16 Oct, 2024	-do-
42	IMPLEMENTING STRATEGY FOR ACHIEVING COMPETITIVE OBJECTIVES	21-22 Oct, 2024	14.10.2024
43	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	21-23 Oct, 2024	-do-
44	CRITICAL THINKING AND ANALYTICAL SKILLS	24-25 Oct, 2024	40
45	CREATING ORGANIZATIONAL EXCELLENCE	28-29 Oct, 2024	-do- 21.10.2024
46	CONTRACT MANAGEMENT	<del></del>	
		28-29 Oct, 2024	-do-
47	MANAGING MULTIPLE PROJECTS	28-29 Oct, 2024	-do-
48	EFFECTIVE LETTERS REPORTS AND PRESENTATIONS	4-6 Nov, 2024	-do-
49	SKILLS IN GOAL SETTING AND WORK PLANNING	4-6 Nov, 2024	-do-
50	INTRODUCTION TO DEVOPS (NEW)	5-7 Nov, 2024	-do-
51	MODERN SECRETARIAL PRACTICES	7-8 Nov, 2024	-do-
52	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	11-12 Nov, 2024	5.11.2024
53	HANDLING DIFFICULT PEOPLE	11-12 Nov, 2024	-do-
54	INTRODUCTION TO CLOUD COMPUTING (NEW)	12-14 Nov, 2024	-do-
55	ASSERTIVENESS SKILLS	13-14 Nov, 2024	
56	INVENTORY MANAGEMENT AND WAREHOUSING	18-19 Nov, 2024	-do-
57	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	18-20 Nov, 2024	12.11.2024 -do-
50		10.00.11	
58	PROJECTS PORTFOLIO MANAGEMENT (PFMP®)	18-20 Nov, 2024	-do-
59	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	25-26 Nov, 2024	18.11.2024
60	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	25-26 Nov, 2024	
61	SKILLS IN SUPERVISION	25-26 Nov, 2024	-do-
62	TAXATION LAWS OF PAKISTAN	27-29 Nov, 2024	-do-
63	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	2-3 Dec, 2024	25.11.2024
64	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	2-4 Dec, 2024	-do-
65	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	9-10 Dec, 2024	-do-
66	UNWIND-LIVE AND IMPROVE LIFE FOR THE BETTER	9-10 Dec, 2024	-do-
67	NEGOTIATION SKILLS	11-12 Dec, 2024	4.12.2024
68	E-LEADERSHIP	12-13 Dec, 2024	· · · · · · · · · · · · · · · · · · ·
69	NEURO LINGUISTIC PROGRAMMING	12-10 060, 2024	-do- -do-
70	PRACTITIONER'S(NEW)	16-18 Dec, 2024	
	AI (ARTIFICIAL INTELLIGENCE) FOR BUSINESS LEADERS (NEW)	23-24 Dec, 2024	16.12.2024
71	WORKSHOP ON STRATEGIC PLANNING	23-24 Dec, 2024	-do-

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1	AI (ARTIFICIAL INTELLIGENCE) FOR BUSINESS LEADERS (NEW)	1-2 Aug, 2024	29.7.2024
2	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	1-2 Aug, 2024	-dc-
3	CONFLICT MANAGEMENT	8-9 Aug, 2024	1.8.2024
4	CREATING ORGANIZATIONAL EXCELLENCE	15-16 Aug, 2024	-dc-
5	QUALITY ASSURANCE AND MANAGEMENT	15-16 Aug, 2024	-ವಂ-
6	HR ANALYTICS	19-20 Aug, 2024	8.8.2024
7	HABITS OF SUCCESSFUL PROFESSIONALS	22-23 Aug, 2024	-do-
8	EFFECTIVE PURCHASE MANAGEMENT	26-27 Aug, 2024	15.8.2024
9	BEHAVIOUR BASED SAFETY	27-28 Aug, 2024	-do-
	Control Contro		-do-
10	RESILIENCE AND PERSEVERANCE	29-30 Aug, 2024	
11	TALENT MANAGEMENT	2-3 Sep, 2024	26.8.2024
12	LEARN HOW BUSINESS ETIQUETTE LEADS TO BUSINESS SUCCESS (NEW)	2-3 Sep, 2024	-do-
13	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	4-6 Sep, 2024	<b>-</b> do-
14	WORKSHOP ON PROJECT MANAGEMENT	4-6 Sep, 2024	<b>-d</b> o-
15	INVENTORY MANAGEMENT AND WAREHOUSING	9-10 Sep, 2024	-do-
16	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	9-10 Sep, 2024	-do-
17	MANAGERIAL PSYCHOLOGY	10-11 Sep, 2024	-do-
18	MIND OPENER FOR MANAGERS	9-11 Sep, 2024	-do-
19	E-LEADERSHIP	12-13 Sep, 2024	-do-
20	DEVELOPMENT COURSE FOR SUPERVISORS	19-20 Sep, 2024	10.9-2024
21	WORKPLACE PRODUCTIVITY WITH DIGITAL TOOLS AND TECHNIQUES (NEW)	23-24 Sep, 2024	-do-
22	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	23-25 Sep, 2024	-do-
23	STRESS MANAGEMENT	26-27 Sep, 2024	-do-
24	INCLUSIVITY AT THE WORKPLACE (NEW)	30 Sep, 1 Oct, 2024	26.3.2024
25	SKILLS IN GOAL SETTING AND WORK PLANNING	2-4 Oct, 2024	-do-
26	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	7-9 Oct, 2024	-do-
27	INTERNATIONAL TRADE MANAGEMENT: IMPORT- EXPORT PROCEDURES WITH DOCUMENTATION (NEW)	8-9 Oct, 2024	-do-
28			
29	DESIGN THINKING FOR INNOVATION	15-16 Oct, 2024	7.10.2024
30	MAINTENANCE MANAGEMENT WITH TPM	17-18 Oct, 2024	-do-
31	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	21-22 Oct, 2024	14.10.2024
32	CERTIFIED LEAN SIX SIGMA: GREEN BELT	21-25 Oct, 2024	-do-
33	EFFECTIVE PRESENTATION SKILLS	28-29 Oct, 2024	21.10.2024
34	NEGOTIATION SKILLS	28-29 Oct, 2024	-do-
35	MANAGING AND LEADING OGANIZATIONAL CHANGE	28-29 Oct, 2024	-do-
36	HANDLING DIFFICULT PEOPLE	30-31 Oct, 2024	-do-
37	STRATEGIC MANAGEMENT	4-5 Nov, 2024	-do-
38	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	4-5 Nov, 2024	-do-
39	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	4-6 Nov, 2024	-do-
40	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	6-8 Nov, 2024	-do-
41	SKILLS IN SUPERVISION	7-8 Nov, 2024	-do-
42	SUPPLY CHAIN MANAGEMENT	11-12 Nov, 2024	5.1.2024
43	HOW TO IMPROVE MORALE, MOTIVATION AND	1	-do-
	COMMITMENT	14-15 Nov, 2024	

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SATISFACTION   SATI	44	ADVANCE MS EXCEL	18-20 Nov, 2024	12.11.2024
CUSTOMER SERVICES (NEW)  7 PRINCIPLES OF GOOD MANAGEMENT  8 PROBLEM SOLVING AND DECISION MAKING  8 PROBLEM SOLVING AND DECISION MAKING  9 EFFECTIVE COMMUNICATION SKILLS  10 TRAINING TECHNIQUES FOR TRAINERS  11 MANAGING MULTIPLE PROJECT  12 ENHANCING LEADERSHIP SKILLS  13 Dec, 2024  14 do-  15 DEVELOPING MANAGERIAL COMPETENCIES  16 DEVELOPING MANAGERIAL COMPETENCIES  17 DEVELOPING MANAGERIAL COMPETENCIES  18 MOTIONAL INTELLIENCE FOR WORKPLACE  19 LOVELOPING MANAGERIAL COMPETENCIES  10 DEVELOPING MANAGERIAL COMPETENCIES  10 DEVELOPING MANAGERIAL COMPETENCIES  10 DEVELOPING MANAGERIAL COMPETENCIES  10 DEVELOPING MANAGERIAL COMPETENCIES  11 DEC, 2024  10 DESTANDING PERSONAL EFFECTIVENESS  11 L13 DEC, 2024  11 DEC, 2024  12 L13 DEC, 2024  14 L2 2024  15 LWINDERSTANDING PPRA RULES  11 L13 DEC, 2024  16 L17 DEC, 2024  17 DEC, 2024  18 L18 DEC, 2024  19 L12 DEC, 2024  10 DEC, 2	45	EMPLOYEE ENGAGEMENT; BEYOND		
BROBLEM SOLVING AND DECISION MAKING   SKILLS   C7-29 Nov, 2024   C40-		CUSTOMER SERVICES (NEW)	25-26 Nov, 2024	-do-
SKILLS   27-29 Nov, 2024   49   EFFECTIVE COMMUNICATION SKILLS   24 Dec, 2024   25.11.2024   50   TRAINING TECHNIQUES FOR TRAINERS   24 Dec, 2024   do- 51   MANAGING MULTIPLE PROJECT   3-4 Dec, 2024   do- 52   ENHANCING LEADERSHIP SKILLS   5-6 Dec, 2024   do- 53   DEVELOPING MANAGERIAL COMPETENCIES   5-8 Dec, 2024   do- 53   DEVELOPING MANAGERIAL COMPETENCIES   5-8 Dec, 2024   do- 54   EMOTIONAL INTELLIENCE FOR WORKPLACE   SUCCESS   S-9 Dec, 2024   do- 55   IMPROVING PERSONAL EFFECTIVENESS   9-10 Dec, 2024   do- 55   MANORING DEPROVING PERSONAL EFFECTIVENESS   11-13 Dec, 2024   do- 66   UNDERSTANDING PPRA RULES   11-13 Dec, 2024   do- 67 DASHBOARD REPORTING AND ADVANCED DATA   46-17 Dec, 2024   do- 68   MANAGEMENT   COURSE FOR JUNIOR   16-20 Dec, 2024   do- 69 PROJECT SPORTFOLIO MANAGEMENT (PFMP®)   18-19 Dec, 2024   do- 60   PROJECT MONITORING, EVALUATION   18-19 Dec, 2024   do- 61   PROJECT MONITORING, EVALUATION   18-19 Dec, 2024   do- 62   POSITIVE WORK ATTITUDES   24-25 Dec, 2024   do- 63   EVENT MANAGEMENT SKILLS   26-27 Dec, 2024   do- 64   PRODUCTION OPERATIONS MANAGEMENT   30 Dec, 24 to   do- 65   PROJECTS PORTFOLIO MANAGEMENT   30 Dec, 24 to   do- 66   PRODUCTION OPERATIONS MANAGEMENT   29-31 July, 2024   25.7.2024   67   PROJECTS PORTFOLIO MANAGEMENT   29-31 July, 2024   25.7.2024   68   WORKSHOP ON PROJECT MANAGEMENT   30 Dec, 24 to   do- 69   SELLIMBAD   29-31 July, 2024   25.7.2024   69   BEHAVIOUR BASED SAFETY   12-13 Aug, 2024   do- 60   EFFECTIVE PURCHASE MANAGEMENT   3-9 Aug, 2024   do- 61   EFFECTIVE PURCHASE MANAGEMENT   3-9 Aug, 2024   do- 61   21-13 Aug, 2024   do- 62   21-13 Aug, 2024   do- 63   EFFECTIVE PURCHASE MANAGEMENT   3-9 Aug, 2024   do- 64   40- 65   26-27 Aug, 2024   do- 66   26-27 Aug, 2024   do- 67   40- 68   40- 69   40- 60			25-27 Nov, 2024	-do-
TRAINING TECHNIQUES FOR TRAINERS   2-4 Dec, 2024   -do-   - do-   -		SKILLS	27-29 Nov, 2024	-do-
51         MANAGING MULTIPLE PROJECT         3.4 Dec, 2024         -do-           52         ENHANCING LEADERSHIP SKILLS         5-6 Dec, 2024         -do-           54         ENDATIONAL INTELLIENCE FOR WORKPLACE         5-6 Dec, 2024         -do-           54         EMOTIONAL INTELLIENCE FOR WORKPLACE         9-10 Dec, 2024         -do-           55         IMPROVING PERSONAL EFFECTIVENESS         11-13 Dec, 2024         -do-           56         UNDRSTANDING PPRA RULES         12-13 Dec, 2024         -do-           57         DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL         16-17 Dec, 2024         -do-           58         MANAGEMENT COURSE FOR JUNIOR REXECUTIVES         18-19 Dec, 2024         -do-           59         SKILLS IN ADMINISTRATION         18-19 Dec, 2024         -do-           60         PROJECTS PORTFOLIO MANAGEMENT (PFMP®)         18-19 Dec, 2024         -do-           61         PROJECT MONTORING, EVALUATION & 19-20 Dec, 2024         -do-           62         POSITIVE WORK ATTITUDES         24-25 Dec, 2024         -do-           63         EVENT MANAGEMENT SKILLS         26-27 Dec, 2024         -do-           64         PRODUCTION OPERATIONS MANAGEMENT         29-31 July, 2024         25.7.2024           7         PROJEC				25.11.2024
SAME				
DEVELOPING MANAGERIAL COMPETENCIES   5-6 Dec, 2024   -do-   -do				
SUCESS   SUCESS   SUCESS   SUCESS   SUCESS   SUCESS   SURPROVING PERSONAL EFFECTIVENESS   11-13 Dec, 2024   4.12.2024   3-40-30-3024   3-40-3024   3-40		DEVELOPING MANAGERIAL COMPETENCIES		
11-13 Dec, 2024   4.12.2024		EMOTIONAL INTELLIENCE FOR WORKPLACE		
66         UNDERSTANDING PPRA RULES         12-13 Dec, 2024         -do-           57         DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL         16-17 Dec, 2024         -do-           58         MANAGEMENT COURSE FOR JUNIOR EXECUTIVES         16-20 Dec, 2024         9.12.2024           59         SKILLS IN ADMINISTRATION PROJECT MONITORING, EVALUATION SIDECT MONITORING, EVALUATION CONTROL         18-19 Dec, 2024 -do-         -do-           61         PROJECT MONITORING, EVALUATION SIDEC, 2024 -do-         -do-         -do-         -do-           62         POSITIVE WORK ATTITUBES         24-25 Dec, 2024 -do-         -do-           64         PRODUCTION OPERATIONS MANAGEMENT Jan, 25         30 Dec, 24 to Jan, 25         -do-           64         PRODUCTION OPERATIONS MANAGEMENT Jan, 25         29-31 July, 2024 -do-         25.7.2024           65         SELLIA SIN ADMINISTRATION SINISTRATION SINISTRAT	55		11-13 Dec. 2024	4 12 2024
DASHBOARD REPORTING AND ADVANCED DATA   16-17 Dec, 2024   ANALYSIS WITH MS EXCEL   SANALYSIS WITH MS EXCEL   16-20 Dec, 2024   9.12.2024				·
MANAGEMENT   COURSE   FOR   JUNIOR   16-20 Dec, 2024   PXECUTIVES	57	DASHBOARD REPORTING AND ADVANCED DATA	1	
60 PROJECT PORTFOLIO MANAGEMENT (PFMP®) 18-19 Dec, 2024 -do- CONTROL 62 POSITIVE WORK ATTITUDES 24-25 Dec, 2024 -do- 63 EVENT MANAGEMENT SKILLS 26-27 Dec, 2024 -do- 64 PRODUCTION OPERATIONS MANAGEMENT 30 Dec, 24 to 1 Jan, 25  ISLAMABAD  1 PROJECTS PORTFOLIO MANAGEMENT 29-31 July, 2024 25.7.2024  (PFMP®) 29-31 July, 2024 29.7.2024  3 DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL 7-8 Aug, 2024 -do- 40- 5 SELLING COMPETENCIES 8-9 Aug, 2024 -do- 6 EFFECTIVE PURCHASE MANAGEMENT 8-9 Aug, 2024 -do- 6 HANDLING DIFFICULT PEOPLE 12-13 Aug, 2024 -do- 8 NEGOTIATION SKILLS 12-13 Aug, 2024 -do- 9 BEHAVIOUR BASED SAFETY 12-13 Aug, 2024 -do- 10 CRITICAL THINKING AND ANALYTICAL SKILLS 19-20 Aug, 2024 -do- 11 EFFECTIVE PRESENTATION SKILLS 19-20 Aug, 2024 -do- 12 TEAMWORK: GETTING PEOPLE TO WORK 19-21 Aug, 2024 -do- 13 FINANCIAL ANALYSIS: CONCEPTS AND 19-21 Aug, 2024 -do- 14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS 15 EMPLOYEE ENGAGEMENT; BEYOND 26-28 Aug, 2024 -do- 16 ADVANCE MS EXCEL 26-28 Aug, 2024 -do- 17 ADMINISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 26-26-28 Aug, 2024 -do- 27 ADMINISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 28 AUGNISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 29 ADMINISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 20 ADMINISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 20 ADMINISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 26-26-2024 -do- 26-28 Aug, 2024 -do-	58	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	16-20 Dec, 2024	9.12.2024
61         PROJECT MONITORING, EVALUATION & CONTROL         19-20 Dec, 2024         -do-           62         POSITIVE WORK ATTITUDES         24-25 Dec, 2024         16.12.2024           63         EVENT MANAGEMENT SKILLS         26-27 Dec, 2024         -do-           64         PRODUCTION OPERATIONS MANAGEMENT         30 Dec, 24 to 1 Jan, 25         -do-           ISLAMABAD         PROJECTS (PPMP®)         PORTFOLIO MANAGEMENT         29-31 July, 2024         25.7.2024           2         SKILLS IN ADMINISTRATION         5-6 Aug, 2024         29.7.2024         29.7.2024           3         DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL         7-8 Aug, 2024         -do-           4         WORKSHOP ON PROJECT MANAGEMENT         7-9 Aug, 2024         -do-           5         SELLING COMPETENCIES         8-9 Aug, 2024         -do-           6         EFFECTIVE PURCHASE MANAGEMENT         8-9 Aug, 2024         -do-           7         HANDLING DIFFICULT PEOPLE         12-13 Aug, 2024         -do-           8         NEGOTIATION SKILLS         12-13 Aug, 2024         -do-           9         BEHAVIOUR BASED SAFETY         12-13 Aug, 2024         -do-           10         CRITICAL THINKING AND ANALYTICAL SKILLS         15-16 Aug, 2024         -do- </td <td></td> <td></td> <td>18-19 Dec, 2024</td> <td>-do-</td>			18-19 Dec, 2024	-do-
CONTROL 62 POSITIVE WORK ATTITUDES 24-25 Dec, 2024 16.12.2024 63 EVENT MANAGEMENT SKILLS 26-27 Dec, 2024 -do- 64 PRODUCTION OPERATIONS MANAGEMENT 30 Dec, 24 to -do- 1 Jan, 25  1 PROJECTS PORTFOLIO MANAGEMENT 29-31 July, 2024 25.7.2024 (PFMP®) 29-31 July, 2024 29.7.2024  2 SKILLS IN ADMINISTRATION 5-6 Aug, 2024 29.7.2024  3 DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL 4 WORKSHOP ON PROJECT MANAGEMENT 7-9 Aug, 2024 -do- 5 SELLING COMPETENCIES 8-9 Aug, 2024 -do- 6 EFFECTIVE PURCHASE MANAGEMENT 8-9 Aug, 2024 -do- 7 HANDLING DIFFICULT PEOPLE 12-13 Aug, 2024 -do- 8 NEGOTIATION SKILLS 12-13 Aug, 2024 -do- 9 BEHAVIOUR BASED SAFETY 12-13 Aug, 2024 -do- 10 CRITICAL THINKING AND ANALYTICAL SKILLS 15-16 Aug, 2024 -do- 11 EFFECTIVE PRESENTATION SKILLS 19-20 Aug, 2024 -do- 12 TEAMWORK: GETTING PEOPLE TO WORK TECHNIQUES 19-21 Aug, 2024 -do- 13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES 19-21 Aug, 2024 -do- 14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS 19-8.2024 -do- 15 EMPLOYEE BNGAGEMENT; BEYOND 26-27 Aug, 2024 -do- 16 ADVANCE MS EXCEL 26-28 Aug, 2024 -do- 17 ADMINISTRATIVE PROCEDURES FOR 26-28 Aug, 2024 -do- 26-8.2024 -do- 38 EMOTIONAL INTELLIENCE FOR WORKPLACE 2-3 Sep, 2024 -do-			18-19 Dec, 2024	-do-
EVENT MANAGEMENT SKILLS   26-27 Dec, 2024   -do-		CONTROL	19-20 Dec, 2024	-do-
SELAMABAD   Temporary   Source   Section   S				16.12.2024
SLAMABAD   1 Jan, 25   1 Jan, 25   1 Jan, 25   1 Jan, 25   25.7.2024   PROJECTS   PORTFOLIO   MANAGEMENT   29-31 July, 2024   25.7.2024   29.7.2024   29.7.2024   29.7.2024   29.7.2024   3 DASHBOARD   REPORTING   AND   ADVANCED   DATA ANALYSIS WITH MS EXCEL   7-8 Aug, 2024   -do-DATA ANALYSIS WITH MS EXCEL   7-9 Aug, 2024   -do-DATA ANALYSIS WITH MS EXCEL   7-9 Aug, 2024   -do-DATA COMPETENCIES   8-9 Aug, 2024   -do-DATA COMPETENCIES   12-13 Aug, 2024   -do-DATA COMPETENCIES   19-20 Aug, 2024   -do-DATA COMPETENCIES   19-20 Aug, 2024   -do-DATA COMPETENCIES   19-21 Aug, 2024				
PROJECTS			· · ·	-do-
PFMP®  29-31 July, 2024   29.7.2024   29.7.2024   3   DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL   4   WORKSHOP ON PROJECT MANAGEMENT   7-9 Aug, 2024   -do-   5   SELLING COMPETENCIES   8-9 Aug, 2024   -do-   6   EFFECTIVE PURCHASE MANAGEMENT   8-9 Aug, 2024   -do-   6   EFFECTIVE PURCHASE MANAGEMENT   12-13 Aug, 2024   -do-   6   8   MEGOTIATION SKILLS   12-13 Aug, 2024   -do-   10   CRITICAL THINKING AND ANALYTICAL SKILLS   15-16 Aug, 2024   -do-   10   CRITICAL THINKING AND ANALYTICAL SKILLS   19-20 Aug, 2024   -do-   11   EFFECTIVE PRESENTATION SKILLS   19-20 Aug, 2024   -do-   12   TEAMWORK: GETTING PEOPLE TO WORK   19-21 Aug, 2024   -do-   13   FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES   19-21 Aug, 2024   -do-   19-21 Aug, 2024   -do-   15   EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION   26-27 Aug, 2024   -do-   26-28 Aug, 2024   -do-			<del></del>	
3         DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL         7-8 Aug, 2024         -do-           4         WORKSHOP ON PROJECT MANAGEMENT         7-9 Aug, 2024         -do-           5         SELLING COMPETENCIES         8-9 Aug, 2024         -do-           6         EFFECTIVE PURCHASE MANAGEMENT         8-9 Aug, 2024         -do-           7         HANDLING DIFFICULT PEOPLE         12-13 Aug, 2024         -do-           8         NEGOTIATION SKILLS         12-13 Aug, 2024         -do-           9         BEHAVIOUR BASED SAFETY         12-13 Aug, 2024         -do-           10         CRITICAL THINKING AND ANALYTICAL SKILLS         15-16 Aug, 2024         -do-           11         EFFECTIVE PRESENTATION SKILLS         19-20 Aug, 2024         12.8.2024           12         TEAMWORK: GETTING PEOPLE TO WORK TOGETHER         19-21 Aug, 2024         -do-           13         FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES         19-21 Aug, 2024         -do-           14         ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS         26-27 Aug, 2024         -do-           15         EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION         26-27 Aug, 2024         -do-           16         ADWANCE MS EXCEL         26-28 Aug, 2024         -do-           17<		(PFMP®)	29-31 July, 2024	
DATA ANALYSIS WITH MS EXCEL  4 WORKSHOP ON PROJECT MANAGEMENT  7-9 Aug, 2024  -do-  5 SELLING COMPETENCIES  8-9 Aug, 2024  -do-  6 EFFECTIVE PURCHASE MANAGEMENT  8-9 Aug, 2024  -do-  7 HANDLING DIFFICULT PEOPLE  12-13 Aug, 2024  8 NEGOTIATION SKILLS  12-13 Aug, 2024  -do-  9 BEHAVIOUR BASED SAFETY  12-13 Aug, 2024  -do-  10 CRITICAL THINKING AND ANALYTICAL SKILLS  15-16 Aug, 2024  -do-  11 EFFECTIVE PRESENTATION SKILLS  19-20 Aug, 2024  12 TEAMWORK: GETTING PEOPLE TO WORK TOGETHER  13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES  14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS  15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION  16 ADVANCE MS EXCEL  17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS  18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS  2-3 Sep, 2024  -do-  26-28 Aug, 2024  -do-  26-8.2024		SKILLS IN ADMINISTRATION	5-6 Aug, 2024	29.7.2024
5         SELLING COMPETENCIES         8-9 Aug, 2024         -do-           6         EFFECTIVE PURCHASE MANAGEMENT         8-9 Aug, 2024         -do-           7         HANDLING DIFFICULT PEOPLE         12-13 Aug, 2024         6.8.2024           8         NEGOTIATION SKILLS         12-13 Aug, 2024         -do-           9         BEHAVIOUR BASED SAFETY         12-13 Aug, 2024         -do-           10         CRITICAL THINKING AND ANALYTICAL SKILLS         15-16 Aug, 2024         -do-           11         EFFECTIVE PRESENTATION SKILLS         19-20 Aug, 2024         12.8.2024           12         TEAMWORK: GETTING PEOPLE TO WORK TOGETHER         19-21 Aug, 2024         -do-           13         FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES         19-21 Aug, 2024         -do-           14         ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS         22-23 Aug, 2024         -do-           15         EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION         26-27 Aug, 2024         19.8.2024           16         ADVANCE MS EXCEL         26-28 Aug, 2024         -do-           17         ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS         26-28 Aug, 2024         -do-           18         EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS         2-3 Sep, 2024         26.8.2024 <td></td> <td>DATA ANALYSIS WITH MS EXCEL</td> <td>7-8 Aug, 2024</td> <td>-do-</td>		DATA ANALYSIS WITH MS EXCEL	7-8 Aug, 2024	-do-
6 EFFECTIVE PURCHASE MANAGEMENT 8-9 Aug, 2024 -do- 7 HANDLING DIFFICULT PEOPLE 12-13 Aug, 2024 6.8.2024 8 NEGOTIATION SKILLS 12-13 Aug, 2024 -do- 9 BEHAVIOUR BASED SAFETY 12-13 Aug, 2024 -do- 10 CRITICAL THINKING AND ANALYTICAL SKILLS 15-16 Aug, 2024 -do- 11 EFFECTIVE PRESENTATION SKILLS 19-20 Aug, 2024 12.8.2024 12 TEAMWORK: GETTING PEOPLE TO WORK TOGETHER 19-21 Aug, 2024 -do- 13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES 19-21 Aug, 2024 -do- 14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS 22-23 Aug, 2024 -do- 15 EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION 26-27 Aug, 2024 19.8.2024 16 ADVANCE MS EXCEL 26-28 Aug, 2024 -do- 17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS 26-28 Aug, 2024 26.8.2024 SUCCESS 26.8.2024	4	WORKSHOP ON PROJECT MANAGEMENT	7-9 Aug, 2024	-do-
7 HANDLING DIFFICULT PEOPLE 12-13 Aug, 2024 6.8.2024 8 NEGOTIATION SKILLS 12-13 Aug, 2024 -do- 9 BEHAVIOUR BASED SAFETY 12-13 Aug, 2024 -do- 10 CRITICAL THINKING AND ANALYTICAL SKILLS 15-16 Aug, 2024 -do- 11 EFFECTIVE PRESENTATION SKILLS 19-20 Aug, 2024 12.8.2024 12 TEAMWORK: GETTING PEOPLE TO WORK TOGETHER 19-21 Aug, 2024 -do- 13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES 19-21 Aug, 2024 -do- 14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS 26-27 Aug, 2024 19.8.2024 15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION 26-27 Aug, 2024 -do- 16 ADVANCE MS EXCEL 26-28 Aug, 2024 -do- 17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS 26-28 Aug, 2024 -do- 18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS 26-8.2024 26.8.2024			8-9 Aug, 2024	
8         NEGOTIATION SKILLS         12-13 Aug, 2024         -do-           9         BEHAVIOUR BASED SAFETY         12-13 Aug, 2024         -do-           10         CRITICAL THINKING AND ANALYTICAL SKILLS         15-16 Aug, 2024         -do-           11         EFFECTIVE PRESENTATION SKILLS         19-20 Aug, 2024         12.8.2024           12         TEAMWORK: GETTING PEOPLE TO WORK TOGETHER         19-21 Aug, 2024         -do-           13         FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES         19-21 Aug, 2024         -do-           14         ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS         22-23 Aug, 2024         -do-           15         EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION         26-27 Aug, 2024         19.8.2024           16         ADVANCE MS EXCEL         26-28 Aug, 2024         -do-           17         ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS         26-28 Aug, 2024         -do-           18         EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS         2-3 Sep, 2024         26.8.2024			8-9 Aug, 2024	-do-
9 BEHAVIOUR BASED SAFETY 12-13 Aug, 2024 -do- 10 CRITICAL THINKING AND ANALYTICAL SKILLS 15-16 Aug, 2024 -do- 11 EFFECTIVE PRESENTATION SKILLS 19-20 Aug, 2024 12.8.2024 12 TEAMWORK: GETTING PEOPLE TO WORK TOGETHER 19-21 Aug, 2024 -do- 13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES 19-21 Aug, 2024 -do- 14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS 22-23 Aug, 2024 -do- 15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION 26-27 Aug, 2024 19.8.2024 16 ADVANCE MS EXCEL 26-28 Aug, 2024 -do- 17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS FOR GOVERNMENT OFFICIALS 2-3 Sep, 2024 26.8.2024	7	HANDLING DIFFICULT PEOPLE	12-13 Aug, 2024	6.8.2024
9         BEHAVIOUR BASED SAFETY         12-13 Aug, 2024         -do-           10         CRITICAL THINKING AND ANALYTICAL SKILLS         15-16 Aug, 2024         -do-           11         EFFECTIVE PRESENTATION SKILLS         19-20 Aug, 2024         12.8.2024           12         TEAMWORK: GETTING PEOPLE TO WORK TOGETHER         19-21 Aug, 2024         -do-           13         FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES         19-21 Aug, 2024         -do-           14         ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS         22-23 Aug, 2024         -do-           15         EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION         26-27 Aug, 2024         19.8.2024           16         ADVANCE MS EXCEL         26-28 Aug, 2024         -do-           17         ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS         26-28 Aug, 2024         -do-           18         EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS         2-3 Sep, 2024         26.8.2024	8	NEGOTIATION SKILLS		-do-
11       EFFECTIVE PRESENTATION SKILLS       19-20 Aug, 2024       12.8.2024         12       TEAMWORK: GETTING PEOPLE TO WORK TOGETHER       19-21 Aug, 2024       -do-         13       FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES       19-21 Aug, 2024       -do-         14       ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS       22-23 Aug, 2024       -do-         15       EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION       26-27 Aug, 2024       19.8.2024         16       ADVANCE MS EXCEL       26-28 Aug, 2024       -do-         17       ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS       26-28 Aug, 2024       -do-         18       EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS       2-3 Sep, 2024       26.8.2024	9	BEHAVIOUR BASED SAFETY	<del>-</del>	-do-
11 EFFECTIVE PRESENTATION SKILLS 19-20 Aug, 2024 12 TEAMWORK: GETTING PEOPLE TO WORK TOGETHER 13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES 14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS 15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION 16 ADVANCE MS EXCEL 17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS 18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS 19-20 Aug, 2024 19-21 Aug, 2024 19-21 Aug, 2024 22-23 Aug, 2024 26-27 Aug, 2024 26-28 Aug, 2024	10	CRITICAL THINKING AND ANALYTICAL SKILLS	15-16 Aug. 2024	-do-
TEAMWORK: GETTING PEOPLE TO WORK TOGETHER  13 FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES  14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS  15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION  16 ADVANCE MS EXCEL  17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS  18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS  19-21 Aug, 2024  -do-  22-23 Aug, 2024  26-27 Aug, 2024  -do-  26-28 Aug, 2024	11	EFFECTIVE PRESENTATION SKILLS		12.8.2024
FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES  14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS  15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION  16 ADVANCE MS EXCEL  17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS  18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS  19-21 Aug, 2024  -do-  26-27 Aug, 2024  -do-  26-28 Aug, 2024  -do-  26-28 Aug, 2024  -do-  26-28 Aug, 2024  -do-	12	TOGETHER		-do-
14 ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS  15 EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION  16 ADVANCE MS EXCEL  17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS  18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS  19.8.2024  -dodo- 26-28 Aug, 2024  -do- 26-28 Aug, 2024  -do- 26-28 Aug, 2024  -do- 26-28 Aug, 2024	13	FINANCIAL ANALYSIS: CONCEPTS AND	19-21 Aug, 2024	-do-
15 EMPLOYEE ENGAGEMENT; BEYOND 26-27 Aug, 2024 19.8.2024 16 ADVANCE MS EXCEL 26-28 Aug, 2024 -do- 17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS 26-28 Aug, 2024 -do- 18 EMOTIONAL INTELLIENCE FOR WORKPLACE 2-3 Sep, 2024 26.8.2024	14	ANALYZING AND VISUALIZING DATA WITH	22-23 Aug, 2024	-do-
17 ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS  18 EMOTIONAL INTELLIENCE FOR WORKPLACE SUCCESS  26-28 Aug, 2024  26-28 Aug, 2024  26-28 Aug, 2024		,	26-27 Aug, 2024	19.8.2024
GOVERNMENT OFFICIALS  18 EMOTIONAL INTELLIENCE FOR WORKPLACE 2-3 Sep, 2024  26.8.2024	16	ADVANCE MS EXCEL	26-28 Aug, 2024	-do-
SUCCESS 2-3 Sep, 2024		GOVERNMENT OFFICIALS	26-28 Aug, 2024	-do-
19 HUMAN RESOURCE MANAGEMENT 2-4 Sep, 2024 -do-		SUCCESS	2-3 Sep, 2024	26.8.2024
	19	HUMAN RESOURCE MANAGEMENT	2-4 Sep, 2024	-do-

20	NEURO LINGUISTIC PROGRAMMING PRACTITIONER'S NLP (NEW)	2-4 Sep, 2024	-do-
21	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	9-11 Sep, 2024	-do-
22	PRINCIPLE OF GOOD MANAGEMENT	9-11 Sep, 2024	-do-
23	PROBLEM SOLVING AND DECISION MAKING SKILLS	11-13 Sep, 2024	2 9.2024
24	MANAGEMENT SKILLS FOR MID CAREER PROFESSIONALS	12-13 Sep, 2024	-do-
25	CONTRACT MANAGEMENT	19-20 Sep, 2024	-do-
26	CONFLICT MANAGEMENT	19-20 Sep, 2024	-do-
27	CLOUD COMPUTING INFRASTRUCTURE	19-20 Sep, 2024	-do-
28	WIN CUSTOMERS OVER: THE ART OF CUSTOMER SERVICES (NEW)	23-24 Sep, 2024	11.9.2024
29	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	23-25 Sep, 2024	-do-
30	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	26-27 Sep, 2024	-do-
31	MANAGING MULTIPLE PROJECTS	26-27 Sep, 2024	-do-
32	TECHNIQUES FOR CAPITAL BUDGETING AND FORECASTING	26-27 Sep, 2024	-do-
33	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	30 Sep, 1 Oct, 2024	-do-
34	INTEGRATED HSE MANAGEMENT SYSTEM: ISO 14001 AND 45001	30 Sep, 2 Oct, 2024	-do-
35	MIND OPENER FOR MANAGERS	3-4 Oct, 2024	25.8.2024
36	AI (ARTIFICIAL INTELLIGENCE) FOR BUSINESS LEADERS (NEW)	7-8 Oct, 2024	-do-
37	ADVANCE MS OFFICE	7-9 Oct, 2024	-do-
38	EFFECTIVE COMMUNICATION SKILLS	7-9 Oct, 2024	-do-
39	TRAINING TECHNIQUES FOR TRAINERS	14-16 Oct, 2024	3.10.2024
40	TAXATION LAWS OF PAKISTAN	14-16 Oct, 2024	-do-
41	HEALTH SAFETY AT WORKPLACE	17-18 Oct, 2024	do
42	DEVELOPING MANAGERIAL COMPETENCIES	17-18 Oct, 2024	-do
43	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	21-23 Oct, 2024	14.10.2024
44	DEVELOPMENT COURSE FOR SUPERVISORS	21-23 Oct, 2024	-do-
45	PROJECT MONITORING, EVALUATION AND CONTROL	22-23 Oct, 2024	-do-
46	SKILLS IN SUPERVISION	24-25 Oct, 2024	-do-
47	TOTAL QUALITY CONTROL	24-25 Oct, 2024	-dc-
48	DIRECT SALES STRATEGY	28-29 Oct, 2024	-dc-
49	ENVIRONMENTAL & SOCIAL COMPLIANCE REQUIREMENTS FOR ENERGY PROJECTS	31 Oct- 1 Nov, 2024	-dc- 
50	UNDERSTANDING PPRA RULES	4-5 Nov, 2024	28.10.2024
51	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	4-6 Nov, 2024	-dα-
52	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	7-8 Nov, 2024	-do-
53	LATERAL CREATIVE SOLUTION AND ANALYTICAL SKILLS (NEW)	11-13 Nov, 2024	-do-
54	COMMUNICATION MANNERISM: THE ART OF TECHNICAL WRITING	11-12 Nov, 2024	-do-
55	PARTICIPATORY GROWTH PLANNING AND MANAGEMENT	13-15 Nov, 2024	-do-
56	LEARN HOW BUSINESS ETIQUETTE LEADS TO BUSINESS SUCCESS (NEW)	14-15 Nov, 2024	4.11.2024
57	CERTIFIED LEAN SIX SIGMA: GREEN BELT	18-22 Nov, 2024	-dɔ-
	IMPROVING PERSONAL EFFECTIVENESS	20-22 Nov, 2024	11.11 2324

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59	HABITS OF SUCCESSFUL PROFESSIONALS	21-22 Nov, 2024	-do-
60	ENERGY MANAGEMENT AND TRANSITION	25-26 Nov, 2024	18.11.2024

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 22.7.2024

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