

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**.

S.#	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
KARACHI			
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, 2024	-do-
30	SKILLS IN ADMINISTRATION	2-3 Oct, 2024	-do-
31	EFFECTIVE PRESENTATION SKILLS	3-4 Oct, 2024	-do-
32	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	-do-
45	CREATING ORGANIZATIONAL EXCELLENCE	28-29 Oct, 2024	21.10.2024
46	CONTRACT MANAGEMENT	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	-do-
56	INVENTORY MANAGEMENT AND WAREHOUSING	18-19 Nov, 2024	12.11.2024
57	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	18-20 Nov, 2024	-do-
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	-do-
69	NEURO LINGUISTIC PROGRAMMING PRACTITIONER'S(NEW)	16-18 Dec, 2024	-do-
70	AI (ARTIFICIAL INTELLIGENCE) FOR BUSINESS LEADERS (NEW)	23-24 Dec, 2024	16.12.2024
71	WORKSHOP ON STRATEGIC PLANNING	23-24 Dec, 2024	-do-

LAHORE			
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	-do-
3	CONFLICT MANAGEMENT	8-9 Aug, 2024	1.8.2024
4	CREATING ORGANIZATIONAL EXCELLENCE	15-16 Aug, 2024	-do-
5	QUALITY ASSURANCE AND MANAGEMENT	15-16 Aug, 2024	-do-
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-
10	RESILIENCE AND PERSEVERANCE	29-30 Aug, 2024	-do-
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	-do-
14	WORKSHOP ON PROJECT MANAGEMENT	4-6 Sep, 2024	-do-
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	26.9.2024
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 ORGANIZATIONAL 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	5.11.2024
43	HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	14-15 Nov, 2024	-do-

44	ADVANCE MS EXCEL	18-20 Nov, 2024	12.11.2024
45	EMPLOYEE ENGAGEMENT; BEYOND SATISFACTION	25-26 Nov, 2024	18.11.2024
46	WIN CUSTOMERS OVER: THE ART OF CUSTOMER SERVICES (NEW)	25-26 Nov, 2024	-do-
47	PRINCIPLES OF GOOD MANAGEMENT	25-27 Nov, 2024	-do-
48	PROBLEM SOLVING AND DECISION MAKING SKILLS	27-29 Nov, 2024	-do-
49	EFFECTIVE COMMUNICATION SKILLS	2-4 Dec, 2024	25.11.2024
50	TRAINING TECHNIQUES FOR TRAINERS	2-4 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	5-6 Dec, 2024	-do-
54	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	9-10 Dec, 2024	-do-
55	IMPROVING PERSONAL EFFECTIVENESS	11-13 Dec, 2024	4.12.2024
56	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	18-19 Dec, 2024	-do-
60	PROJECTS PORTFOLIO MANAGEMENT (PFMP®)	18-19 Dec, 2024	-do-
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			
1	PROJECTS PORTFOLIO MANAGEMENT (PFMP®)	29-31 July, 2024	25.7.2024
2	SKILLS IN ADMINISTRATION	5-6 Aug, 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	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 INTELLIGENCE FOR WORKPLACE 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	1 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	-do-
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	-dc-
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	-do-
58	IMPROVING PERSONAL EFFECTIVENESS	20-22 Nov, 2024	11.11.2024

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.