



WP-I (16)2021-22 T&R

Government of Pakistan
PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training

DIRECTOR GENERAL

Dated: 12 January, 2022

SUBJECT: **SCHEDULE OF TRAINING PROGRAMS FOR THE MONTHS OF FEBRUARY, 2022**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Development (HRD), Human Resource Management (HRM), Human Resource Planning (HRP) and Information Technology (IT). These programmes are organized for the managers and executives of public and private sector organizations. The purpose of organizing such programmes is to disseminate information to the participants and enhance their skills.

2. PMI is organizing the following training programme during the month of February, 2022.

S.No	Name of Event	Duration	Course Coordinators	Venue
1.	Financial Management in Public & Private Sector	07-11 February, 2022	Yasser Qureshi Assistant Director, Email.dgpmi@fce.edu.pk	Federal College of Education (FCE) Building H9/1 Islamabad
2.	Leadership as Practiced	21-25 February, 2022	Zari Assistant Director, Email. dgpmi@fce.edu.pk	Ph.051-9265391-9265393

3. You are requested to kindly send only 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0900 hours to 1330 hours. The Institute will not charge any fee for the training course. However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. Please see note overleaf for important information related to training. The nomination may be forwarded to this Institute on the format given below:

S.No	Name & Designation	Name of Course/Seminar	Organizations	Contact No.	Email Address
1.					

4. Your personal attention in the matter will be highly appreciated.
Best regards.

Yours sincerely,

(Dr. Samia Rehman Dogar)

URL: www.pmi.gov.pk

Facebook page: www.facebook.com/pakistanmanpowerinstitute

Phone No. 051-9265174, 9265395

Course Contents

S.No	Training Title	Date	Course Contents
1.	Financial Management in Public & Private Sector	07-11 February, 2022	<ul style="list-style-type: none">• What is Financial Management• Legal And Administrative Framework For Public Financial Management In Pakistan• System of Financial Control and Budgeting• Financial Reporting and Accounts Keeping• Auditing process in Pakistan• Financial system in private sector
2.	Leadership as Practiced	21-25 February, 2022	<ul style="list-style-type: none">• Types and styles of Leadership• What is leadership ,Personal attributes• Myths about leaders & leadership• Developing leaders• Group Leadership and Team Work• Building personal leadership skills• Communication Skills,• Conflict Management, Time Management• Seven e's of Leadership process• Activities/case studies/related videos• Question/answer session