

Government of Pakistan



**PAKISTAN MANPOWER INSTITUTE**  
**Ministry of Federal Education & Professional Training**  
Shahrah-e-Suhrawardy Near Zero point, Islamabad

Dated: 26<sup>th</sup> October, 2021

DIRECTOR GENERAL

SUBJECT: SCHEDULE OF TRAINING PROGRAMS FOR THE MONTH OF NOVEMBER & December, 2021

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD), 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 November & December, 2021.

| S.No | Name of Event                                   | Duration             | Course Coordinators                                    | Venue/Address   |
|------|---|----------------------|--|---|
| 1.   | Building Self Confidence & Assertiveness Skills | 15-17 November, 2021 | Zari<br>Assistant Director,<br>Email. dgpmi@fce.edu.pk | Federal College of Education (FCE)<br>Building H9/1<br>Islamabad<br>Ph.051-9265391<br>051-9265393 |
| 2.   | Effective Communication Skills                  | 13-15 December, 2021 |  |   |

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)

## Course Contents

| S.No | Training Title                                  | Date  | Course Contents   |
|------|---|---|---|
| 1.   | Building Self Confidence & Assertiveness Skills | 15-17<br><del>08-10</del> November,<br>2021 | <ul style="list-style-type: none"> <li>• Introduction to Self-Confidence &amp; Assertive Skills</li> <li>• Types of Behavior: passive, aggressive, &amp; assertive</li> <li>• Assertiveness Skills to Improve Confidence</li> <li>• The Benefits of Being Assertive</li> <li>• Building Self-Confidence &amp; Assertive Skills to achieve "win-win" Outcomes.</li> <li>• How to Say "No" Assertively: Are you saying 'YES' when you should be saying 'NO'?</li> <li>• Assertive Communication: communicating with confidence &amp; assertiveness,</li> <li>• Managing Conflicts Confidently,</li> <li>• Understanding Stress and Assertiveness</li> <li>• Managing Barriers to Assertiveness and Self-Confidence</li> </ul> |
| 2.   | Effective Communication Skills                  | 13-15<br><del>06-08</del> December,<br>2021 | <ul style="list-style-type: none"> <li>• Meaning &amp; Importance of communication skills</li> <li>• Communication Process and its cycle</li> <li>• Tools for effective communication</li> <li>• Purpose of Communication &amp; its modes</li> <li>• Basic principles of communication, 7 C's</li> <li>• Improving organizational communication</li> <li>• Myths &amp; Realities about the nature of communication</li> <li>• We can't Be What We Want to Be by Remaining What We are</li> <li>• Managing &amp; influencing attitudes</li> <li>• Tools and Methods for Effective Communication</li> <li>• Barriers to Effective Communication Skills</li> </ul>   |