



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

Dated: 12th November, 2020

DIRECTOR GENERAL

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF DECEMBER, 2020**

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 programmes during the month of December, 2020.

S.No	Name of Event	Duration	Course Coordinators
1.	Building Self Confidence & Assertiveness Skills	30th November – 02 December, 2020	Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
2.	Stress Management at Workplace	07-09 December, 2020	Yasser Qureshi Assistant Director, Ph.051-9252553 Email. yasser.pmi@gmail.com
3.	Understanding PPRA Rules	14-16 December, 2020	Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
4.	Application of Project Management in MS Project	21-23 December, 2020	Yasser Qureshi Assistant Director, Ph.051-9252553 Email. yasser.pmi@gmail.com

3. You are requested to kindly send only 2 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. Participants are requested to use gate No.3 for entering the Institute. 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,

(Khurshid Ahmed Khan Marwat)

P.T.C

Course Contents

S.No	Training Title	Date	Course Contents
1.	Building Self Confidence & Assertiveness Skills	30th November -- 02 December,2020	<ul style="list-style-type: none"> ◦ Significance of 'Confidence' & 'Confidence Building' ◦ What is Assertiveness? ◦ How to efficiently and effectively recognize behaviors in others as well as looking inward to recognize your own behavior type. ◦ Present yourself in a consistently assertive manner to make a powerful and positive impact ◦ Say "no" positively and effectively ◦ Recognize different types of behavior and its potential impact ◦ Become abler to resist the pressure and dominance of excessively dominant people ◦ Talk confidently to people and be heard ◦ Strategies for confidence building ◦ Assertiveness techniques ◦ Activities/Case Studies/Related Videos
2.	Stress Management at Workplace	07-09 December,2020	<ul style="list-style-type: none"> ◦ Introduction to stress Management: Cause of Stress and common stressors ◦ A practical Model for Managing Stress ◦ Stress Management by Emotional Intelligence (EI) ◦ Some Common Problems relates to stress anxiety and Strategies
3.	Understanding PPRA Rules	14-16 December,2020	<ul style="list-style-type: none"> ◦ Introduction to Legal Framework of Public Procurement in Pakistan (Past & Present) ◦ Introduction to PPRA Ordinance 2002 ◦ Public Procurement Rules 2004 ◦ Public Procurement Regulations ◦ Evaluation Criteria, Automation of Procurement Process
4.	Application of Project Management in MS Project	21-23 December,2020	<ul style="list-style-type: none"> ◦ Introduction to Management and Technology ◦ Project Management: What it is all about ◦ Meet the Project Family a Guided Tour of the Project ◦ Managing Allocating Resources, Tracking the Project Advance Task Scheduling ◦ Fine Tuning Resources and assignments Details Reporting and Formatting, troubleshooting, tips and tricks

Note

1. Limited Seats are available, therefor, only confirmed participants will be entertained having confirmation letter issued by PMI.
2. Participants without wearing mask will not be allowed to register for the training courses.
3. In case of late arrival of confirmed participant there seat will be allocated to next available participant.