



Pakistan Manpower Institute

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PMI Newsletter

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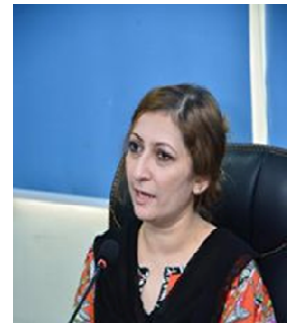
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Director General's Message

I feel immense pleasure to issue the first newsletter of Pakistan Manpower Institute since its inception. The Newsletter being a vital source communication tool will not only project PMI's positive role and activities but will also increase participation in future training courses offered by PMI. The Institute is offering professional training to officers and executives of Public & Private sectors of Pakistan with the aim to enhance the quality and skills of the human resource of the country. Besides the training activities PMI carried out research studies in various fields of interest. The recent Published research study of PMI is "A case study of Edhi Foundation" The study is conducted in collaboration with National University of Modern Language (NUML) & Life Development Foundation (LDF).



Director General ,PMI

Performance Review

PMI aims at developing the professional workforce of Pakistan by exposing them to new vistas of administrative talent, professional skills and new scientific and technical profiles of working ethics. PMI is has been contributing since 1975 in national development of human resource for public as well as private sectors of the country. The institute has successfully conducted

ten(10) training courses and has trained 361 in-service peoples of Mid level Management during the 2nd quarter of the financial year 2018-19 within the country.



Ms. Humeria Azam Khan joins PMI as Director General

Ms. Humera Azam Khan, has assumed the charge of the post of Director General (BS-20) in Pakistan Manpower Institute (PMI) on 10th October, 2018. The officer belongs to Secretariat Group and possesses vast experience in administration and training field. PMI welcomes her to her new assignment and hopes that the Institute will achieve its targets successfully and will flourish by leaps and bounds under her able guidance.

Training Course on Application of Project Management in MS Project (01-03 October, 2018)

A three days training Course on “Application of Project Management in MS Project” was held in PMI. Ms Zari, Assistant Director, was the coordinator of the Training course. A total of Twenty four (24) participants attended the training course. Certificates were awarded to the successful participants. The training course covered the various topics which included ; Introduction to management & Technology, Project management: what it is all about, Meet the project family: A guided tour of the project, Managing Allocation resources, Tracking the project advance task scheduling, Fine tuning resources and assignments details reporting and formatting , troubleshooting tips and tricks etc



Three day Training Course on Improving Personal Effectiveness (15-17 October, 2018)

A three days training course on “Improving Personal Effectiveness” was organized by PMI . Ms. Farhat Shafiq, Deputy Director was the coordinator of the training course. A total of thirty four (34) participants from public/private organizations attended the training course. The training course covered various topics about improving personal Effectiveness including Mandatory skills to improve personal effectiveness, Human skills (Attitude & Values), Communication: Verbal and non-verbal, Habits of Effective People, What Leaders do? Motivation etc. Director General, PMI chaired the concluding session and awarded certificate to the successful participants.



Training Course on Managing Employees Performance Through Motivation at Workplace (22-24 October, 2018)



A three days training Course on “Managing Employee’s Performance through Motivation at Workplace” was held at PMI. Ms Sidra Tul Muntaha, Assistant Director, was the coordinator of the Training course. A total of forty one (41) participants attended the training course. The training course covered the following topics ; Performance concepts and Definition, Managing things and people at work, Managing performance tools and techniques. The concept of Motivation and its utility in organization. How to manage performance through Motivation. The Science of positive words. Factors that affect performance. Marked weaknesses in the performance of employees and management of employee’s performance in public sector organization in Pakistan. Related video activities. Ways to improve performance through motivation in workplace ; case study/ activity etc. At the end, Director General, PMI awarded Certificates to the successful participants.



Mr. Asif Safdar, Assistant Director , re-joined PMI on 31st October, 2018. He was on deputation in National Counter Terrorism Authority (NACTA).

Three day Training Course on Effective Decision Making Skills (05-07 November, 2018)

Three days training Course on “Effective decision Making Skills” was held at PMI. Ms Zari, Assistant Director, was the coordinator of the Training course. A total of Thirty one (31) participants attended the training course. The training course covered various topics which included ; Introduction to decision making, Methods of decision making under risk and uncertainty, The decision making process and types, problem solving and effective decision. Sequence of decision, good decision making, social perspective of decision making. Role of leadership and personal decision. Director General, PMI chaired the concluding session and distributed certificate among the successful participants.



Training Course on Promoting Gender Equality at Workplace (12-14 November, 2018)

A three days training Course on “Promoting Gender Equality at Workplace” was held at PMI. Ms Sidra Tul Muntaha, Assistant Director, coordinated the Training course. A total of thirty (30) officers from private & public sector organizations participated in the training course. The training course covered the following topics ; Everyone is defined by his or her individuality, no special privileges for men or women. Active human resource department increased organizational performance & enhanced organizational reputation are closely linked with promoting gender equality at workplace. ‘Gender disparity, harassment & intimidation’ ‘Activity’. ‘Protection against harassment of women at workplace Act, 2010’, ‘Activity’. Hindrances in promoting gender equality at workplace, particularly in Pakistan (both public & private sectors in perspective). What should be the role of leadership in promoting gender equality at workplace? We can promote equality and diversity by:(Tips) ‘Case study’. On the occasion of concluding session, Director General, PMI awarded certificates to the successful participants.



Obituary: Beloved father of Ms. Farhat Shafiq, Deputy Director, PMI breathed his last on 5th November 2018. Condolences to the bereaved family. May Allah rest his soul in peace in Jannat ul Firdous (Ameen).

Mr. Yasser Qureshi, Assistant Director , re-joined PMI on 23rd, November, 2018.

Training Course on Application of Project Management in MS Project (26-28 November, 2018)

A three days training Course on “Application of Project Management in MS Project” was held in PMI. Ms Farhat Shafiq, Deputy Director, was the coordinator of the Training course. A total of Thirty two (32) participants attended the training course. The training course covered various topics which included ; Introduction to management & Technology, Project management: what it is all about, Meet the project family: A guided tour of the project, Managing resources, Allocating resources and Tracking the project, Reporting and formatting, Trouble shooting tips and tricks etc. On the occasion of concluding session, Chief Guest Ms. Dur-Maknoon, Director Combating the Financing of Terrorism (CFT), NACTA awarded certificates to the successful participants.



Training Course on Anger Management Skills (03-05 December, 2018)

A three days Junior Command Course for Police Officers on “Anger Management Skills” was conducted by PMI. Ms Sidra Tul Muntaha, Assistant Director, coordinated the Training course. A total of Forty three (43) Deputy Superintendent of Police (DSP) posted in Punjab and Police College Sihala attended the training course. The training course covered the following topics ; Understanding anger, Anger symptoms, Dealing with Aagry people, Expression of anger: Positive & Negative, Triggers, Components of anger. Is Anger the best response? How our society creates angry people. While you can't control another person's anger, Uou can control how you respond to it. Activities/Case Studies/Videos. Anger management, myths & realities, Law of righteous path, Role of NLP & Mirror Words. Role of communication & EIQ, Role of stress & self assessment test, HR audit CQ,DQ, & SQ/ Case studies, Danger tools and 123 approach. Control anger before it controls you via emotion freedom technique (EFT), Progressive muscle relaxation (PMR). On the occasion of concluding session, the Chief Guest, Mr. Kamran Azam Khan Rajar, Joint Secretary, Ministry of Human Rights awarded certificates to the successful participants.



Training Course on Time Management (10-12 December, 2018)

A three days Junior Command Course for Police Officers on “Time Management ” was conducted by PMI. Ms Zari, Assistant Director, coordinated the Training course. A total of Forty three (43) Deputy Superintendent of Police (DSP) posted in Punjab and Police College Sihala attended the training course. The training course covered the following topics ; Introduction to Time Management, Significance & Conceptualization. Significance & characteristics of Time Management in an Organization, Value of Time & understanding the worth of time in professional life. Biological rhythm, time management & metacognition & time management planning. Myths of time management, time management rules & time management matrix. Monitoring time management, success & beliefs of dealing with procrastination etc. On the occasion of concluding session, the Chief Guest, Mr. Muhammad Jafer, Director General, Research & Analysis, NACTA, awarded certificates to the successful participants.



Training Course on Application of Project Management with MS Word (18-20 December, 2018)

A three days training Course on “Application of Project Management in MS Project” was held in PMI. Ms Farhat Shafiq, Deputy Director, was the coordinator of the Training course. A total of Thirty two (32) participants attended the training course. The training course covered various topics which included ; Introduction to management & Technology, Project management: what it is all about, Meet the project family: A guided tour of the project, Managing resources, Allocating resources and Tracking the project, Reporting and formatting, Trouble shooting tips and tricks etc. At the end, Director General, PMI awarded Certificates to the successful participants.



Training Course on PPRA Rules (26-28 December, 2018)

A three days training Course on “PPRA Rules” was held in PMI. Mr. Asif Safdar, Assistant Director, was the coordinator of the Training course. A total of Fifty one (51) participants attended the training course. The training course covered various topics which included ; Legal and administrative frame work of financial management in Pakistan, Effective purchases, Public Procurement Rules 2004 (Session-I), Public Procurement Rules 2004 (Session-II), Purchase under PPRA Rules etc. On the occasion of concluding session, the Chief Guest awarded certificates to the successful participants.

