



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

DIRECTOR GENERAL

Dated: 18th September, 2020

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF OCTOBER, 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 October, 2020.

S.No	Name of Event	Duration	Course Coordinators
1.	Professionalism & Ethics at Workplace	05- 07 October,2020	Asif Safdar Assistant Director, Ph. 051-9252551 Email_rana4mef@gmail.com
2.	Effective Decision Making Skills	12-14 October,2020	Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
3.	Problem Solving and Decision Making Skills	19-21 October,2020	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com
4.	Application of Project Management in MS Project	26-28 October,2020	Asif Safdar Assistant Director, Ph. 051-9252551 Email_rana4mef@gmail.com

3. You are requested to kindly send 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. 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. 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,

(Director General)

Detail of the course contents can be seen overleaf

Course Contents

S.No	Training Title	Date	Course Contents
1.	Professionalism & Ethics at workplace	05- 07 October,2020	<ul style="list-style-type: none"> • Ethics and Moral Values • Islamic Perspective of Moral Values • Knowledge, skills and competency matrix • Successful and Un successful employees • Key Expectations, Attitude and Behavior of Professionals • Impact of Emotional intelligence in professional success • Impact of Ethics and Moral values in Organizational Development • Establish Ethical Best Practices For Management • Putting It All Together
2.	Effective Decision Making Skills	12-14 October,2020	<ul style="list-style-type: none"> • Introduction; natures types & challenges of problems and solutions • Barriers; steps to implementation success • Methods/Approaches; the five “WHYs” & others • Leader; Role & Decision Making • Organizational Behavior; Common Errors & Mistakes in Decision making • Organizational Behavior; fundamentals of Group Decision making
3.	Problem Solving and Decision Making	19-21 October,2020	<ul style="list-style-type: none"> • The nature of problems and decision making process • How to deal with multiple problems and maximum chance of solutions • Difficulties in the implementation of decisions in the public sector and way forward to ensure success • conceptual framework for rational, accurate and speedy problem identification • Methods of Decision making under the risk & uncertainty • Role of leadership and personal decision making
4.	Application of Project Management in MS Project	26-28 October,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