



DIRECTOR GENERAL

WP-I (16)2018-19 T&R
Government of Pakistan

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

Dated: 12th March, 2019

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF APRIL, 2019**

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 dealing with Human Resource Management. 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 April, 2019.

S.No	Name of Event	Duration	Course Coordinators
1.	Auditing System in Pakistan	01-03 April,2019	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com
2.	Understanding Constitution of Pak, Legislative Process & Constitutional Jurisdiction	08-10 April, 2019	Zari Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@gmail.com
3.	PPRA Rules	15-17 April,2019	Sidra-Tul-Muntaha Assistant Director, Ph. 051-9252546 Email.pakistanmanpowerinstitute@gmail.com
4.	Developing Excellence and Professional Communication	22-24 April, 2019	Asif Safdar Assistant Director, Ph. 051-9252551 Email. rana4mef@gmail.com
5.	Application of Project Management in MS Project	23-25 April, 2019	Zari Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@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,

(Humera Azam Khan)

Course Contents

S.No	Training Title	Date	Course Contents
1.	Auditing System in Pakistan	01-03 April,2019	<ul style="list-style-type: none"> • Introduction to Audit & Accounting Structure, Constitutional Provision on Audit & Accounts, Types & Irregularities, • Role of Supreme Audit Institution, /Public account committee, • Types of Budget, & its preparation • Financial Management in Public Sector, Legal framework of Financial administration in Pakistan
2.	Understanding Constitution of Pak, Legislative Process & Constitutional Jurisdiction	08-10 April, 2019	<ul style="list-style-type: none"> • Fundamentals of Constitution of Pakistan • Fundamental Rights • Jurisdiction of Court (Part I) • Jurisdiction of Court (Part II) • Legislative Process in Pakistan
3.	PPRA Rules	15-17 April,2019	<ul style="list-style-type: none"> • Legal 7 Administrative Framework of Financial Management in Pakistan • Effective Purchases, • Public Procurement Rules 2004 Session I & II, • Purchases Under PPRA Rules
4.	Developing Excellence and Professional Communication	22-24 April, 2019	<ul style="list-style-type: none"> • Introduction, Learn, UN learn, Relearn- Ladder of learning, ORID. Observe, Reflect, Interpret, Decide. • Self-discovery -Johari Window, SWOT Analysis • Perspective- Life graph, Empathy & ARA-Comfort Zone, Ice berg Illusion-Attitude of Gratitude • Self-Branding, values, Attitude& Behavior • Digital branding, Self-investment • Emotional Management • What is communication? facts, Goal, Types • Listening VS Hearing- Values of listening, • Euphemism- Silence – Feedback- Body Language • Communication at work
5.	Application of Project Management in MS Project	23-25 April, 2019	<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