

Course Contents

S.No	Training Title	Date	Course Contents
1.	Understanding Constitution of Pakistan, Rights, Legislative Process & Constitutional jurisdiction	11-13 February, 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
2.	Application of Project Management in MS Project	12-14 February, 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
3.	Human Resource Management	18-20 February, 2019	<ul style="list-style-type: none"> • Human resource management: concept issues and functions • Career planning & employee progression through skill enhancement • Human resource management: Approaches/theories • HRM with focus on performance management • Managing Employees retention • Job specification and description • Succession of planning in HRM
4.	Budget Preparation and Implementation in Public Sector	25-27 February, 2019	<ul style="list-style-type: none"> • Constitutional Provisions • Budget Introduction, Difference between current and development budget iv) part of current budget i.e. part I & II • General procedure for Estimating • Estimates of Revenue and ordinary expenditure • Estimates of Fresh Charges • An overview of new system of financial control and budgeting – 2006 • Relationship between delegation of powers and GFR



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

DIRECTOR GENERAL

Dated: 07th January, 2019

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF FEBRUARY, 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 February, 2019.

S.No	Name of Event	Duration	Course Coordinators
1.	Understanding Constitution of Pakistan, Rights, Legislative Process & Constitutional jurisdiction	11-13 February, 2019	Zari Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@gmail.com
2.	Application of Project Management in MS Project	12-14 February, 2019	Yasser Qureshi Assistant Director, Ph.051-9252553 Email. yasser.pmi@gmail.com
3.	Human Resource Management	18-20 February, 2019	Asif Safdar Assistant Director, Ph. 051-9252551 Email. rana4mef@gmail.com
4.	Budget Preparation and Implementation in Public Sector	25-27 February, 2019	Yasser Qureshi Assistant Director, Ph.051-9252553 Email. yasser.pmi@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)

Detail of the course contents can be seen overleaf