



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

DIRECTOR GENERAL

Dated: 09 February, 2016

SUBJECT: **TRAINING COURSES SCHEDULE FOR THE MONTH OF MARCH, 2016.**

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) & Information Technology. 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 has planned to organize the following training programmes during the month of March, 2016.

| Sr.#. | Name of Event | Duration | Course Coordinators |
|-------|--|-------------------|---|
| 1. | Behavioural Skills for Management Effectiveness. | 14-16 March, 2016 | Mr. Jaffar Mansoor Abbasi, Director, Ph:051-9252553 abbasijma@gmail.com |
| 2. | Application of Project Management in MS Project | 28-30 March, 2016 | Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.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 courses. Considering availability of limited seats, PMI will accept nominations on first come first serve 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 0830 hours to 1330 hours. The Institute will not charge any fee for the workshop.** However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. The nomination of nominees 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. | | | | | |

Your personal attention in the matter will be highly appreciated.

With Best Regards,

Yours sincerely,

(Khalida Gulnar)

Secretary,
Information Technology,
Government of Sindh, Karachi.