



DIRECTOR GENERAL

F.No.2(264)/2014-15-T&R

Government of Pakistan

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

Dated Decemehr 31st 2014

SUBJECT: TRAINING COURSES/SEMINAR/WORKSHOP SCHEDULE FOR THE MONTH OF FEBRUARY, 2015.

Dear Sir,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management and Personnel Development. These programmes are organized for the Officers and Executives from Public and Private Sector Organizations dealing with human resource management and development. The purpose of organizing such activities is to disseminate information to the participants and enhance their Powers / Skills with regard to the issues in the area.

2. The Institute has planned to organize the following three programmes during the month of February, 2015.

S. No	Name of Course/Seminar	Duration	Course Coordinator
1.	Effective Communication Skills (Seminar)	02-03, February, 2015	Mr. Javaid Iqbal, Director, 051-9252546
2.	Effective Decision Making (Seminar)	11-12, February, 2015	Ms. Farhat Shafiq, Assistant Director, 051-9252555
3.	Building Self Confidence and Self Esteem (Seminar)	25-26, February, 2015	Mr. Yaseer Qureshi Assistant Director, 051-9252553

3. You are requested to send nomination(s) of suitable officers of BS-17, and above/Executive for the above stated courses/seminars/workshops from your organization. Nominees are required to bring their one recent passport size photograph and copy of their official identity card along with them for the registration purpose. Timing of the courses/seminar will be from 0830 to 1400. The Institute will not charge any fee for the above mentioned courses/seminar/workshops. However, TA/DA & accommodation facility, if needed, will be provided to the participants by their respective organizations. The nomination of nominees may forward to this Department on the format given below.

S.No	Name & Designation	Name of Course/Seminar	Contact No.	Email Address
1.				

Your personal interest in the matter will be highly appreciated.

With best regards.

Yours sincerely,

(Dr. Fayyaz Ahmed Ranjha)

Secretary,
Information Technology,
Government of Sindh, Karachi.

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