



Ref. No.2 (288)14-15/T&R

Government of Pakistan

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

DIRECTOR GENERAL

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

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) arranges 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 of 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 Skills with regard to the issues in the area.

2. This Institute has planned to organize following training programmes.

S.No	Name of Event	Duration	Course Coordinators
1.	"Effective Personal Management" (Workshop)	01-03 July, 2015	Miss. Farhat Shafiq, Assistant Director Ph: 051-9252555 (No.2(288)/2014-15/TR)
2.	"Communication Skills" (Training Course)	06-09 July, 2015	Mr. Asif Safdar, Assistant Director Ph: 051-9252552 (No.2(289)/2014-15/TR)
3.	"Team Building and Leadership Role" (Training Course)	27 - 30 July, 2015	Mr. Asif Safdar, Assistant Director Ph: 051-9252552 (No.2(290)/2014-15/TR)

You are requested to send nomination(s) of suitable officers of BS-17 and above/Executive from Entrepreneurs organizations for the above training course/seminar/workshop from your organization. Nominees are required to bring their one recent passport size photograph and copy of their official identity card for the registration purpose. Timings of the event will be from 0830 hours to 1300 hours. The Institute will not charge any fee for the course/seminar/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 Department on the format given below.

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

4. Your personal interest in the matter will be highly appreciated.

Best Regards.

Yours sincerely,

(Dr. Fayyaz Ahmed Ranjha)

Secretary,
Information Technology,
Government of Sindh, Karachi.

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