



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

**DIRECTOR GENERAL**

Phone (O) 051-9252554 Fax 051-9252595

**SUBJECT: TRAINING COURSE/SEMINAR/WORKSHOP SCHEDULE FOR THE MONTH OF AUGUST, 2015.**

Dear Sir/Madam,

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

2. The PMI has planned to organize the following four programmes during the month of August, 2015.

S. No	Name of Course/Seminar	Duration	Course Coordinator
1.	Effective Time Management Skills (Training Course)	03-06 August, 2015 (Four Days)	Ms. Farhat Shafiq Deputy Director, 051-9252555 farhat.shafiq.pmi@gmail.com
2.	Managing Workplace Diversity in Organization (Seminar)	10-12 August, 2015 (Three Days)	Mr. Asif Safdar, Assistant Director, 051-9252546 Rana-mef@htomail.com
3.	Emotional Intelligence and Competency Skills (Training Course)	17-20 August, 2015 (Four Days)	Ms. Farhat Shafiq Deputy Director
4.	Negotiation, Persuasion and Influencing Skills (Workshop)	24-27 August, 2015 (Three Days)	Mr. Asif Safdar Assistant Director

3. You are requested to send nomination(s) of suitable officers of BS-17, and above for the said course/seminar/workshop from your organization. Nominees are required to bring their one recent passport size photograph and copy of their official identity card CNIC for the registration purpose. Timing of the courses/seminar will be from 0830 to 1300. The PMI will not charge any fee for the registration of nominees, however, TA/DA and accommodation facility, (if involved), will be provided to the participants by their respective organizations. The nomination of nominees may kindly forward to PMI Course Coordinator via email/post on the format given below.

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

4. Your personal interest and early response in this regard will be highly appreciated.

Best regards.

Yours sincerely,

(Dr. Fayyaz Ahmad Ranjha)

Secretary,  
Information Technology,  
Government of Sindh, Karachi.