

Government of Pakistan  
Benazir Income Support Programme (BISP)  
"F" Block Pak Secretariat

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No. 1/7-TRG&HR/CB(WP)/BISP/2014

Islamabad, 21<sup>st</sup> June, 2017

**CIRCULAR**


Subject: - **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF JULY, 2017**

Pakistan Manpower Institute, Ministry of Professional Training is planning to organize the following part time training programs during the month of July, 2017 at Islamabad Office.

- |  |                    |
|--|--------------------|
| a) Improving Personal Effectiveness                | (12-14 July, 2017) |
| b) Application of Project Management in MS Project | (17-19 July, 2017) |
| c) Effective Communication Skills                  | (24-26 July, 2017) |

2. All BISP Wings are requested to convey suitable nomination(s) of BS-17 and above or equivalent for the aforementioned training programs. Timing of the trainings programs/courses will be from 0830 to 1330 hours. The nominations may be forwarded to Director (Training)/Training Wing on the format given below, at the earliest (before 3<sup>rd</sup> July, 2017) for approval to competent authority.

S.No	Name & Designation	Training Course (s) want to Participate	Wing/ Section	Contact No.	Email Address

  
21/06/2017  
(Amsal Zaman)  
Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings

CC:

- i. Director to Chairperson
- ii. Director (Training)
- iii. PS to Secretary BISP



F.No.WPI(16)/2016-17/TRG

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

DIRECTOR GENERAL

Dated: 2<sup>nd</sup> June, 2017

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF JULY, 2017**

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) and Human Resource Planning (HRP). 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 July, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Improving Personal Effectiveness	12-14 Jul, 2017	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com
2.	Application of Project Management in MS Project	17-19 Jul, 2017	Ms. Zari, Assistant Director, Ph:051-9252552 assistantdirectorpmi@gmail.com
3.	Effective Communication Skills	24-26 Jul,2017	Miss. Farhat Shafiq, Deputy Director, Ph: 051-9252555 farhat.shafiq.pmi@gmail.com

Secretary's Office  
Dy. No. 4192  
Dated 13-06-2017

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 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 training course.** 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.					

4. Your personal attention in the matter will be highly appreciated.  
Best regards.

Yours sincerely,

*Khalida Gulnar*  
( Khalida Gulnar )

Managing Director, Benazir Income Support Programme, Block "F", Pak Secretariat, Islamabad.

AD (Trg) 26/6/17  
13/6/17

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