

**CIRCULAR**

Subject: - **PAKISTAN MANPOWER INSTITUTE (PMI) TRAINING PROGRAMS  
SCHEDULE FOR THE MONTH OF MARCH, 2018**

PMI is organizing the series of Training events in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD) and Information Technology (IT) for the month of March, 2018. The training courses are going to be organized for the managers and executives of public and private sector organizations to disseminate information to the participants and enhance their skills.

2. The Training Courses and Schedule are as under:


Sr. No.	Name of Event	Duration
1	Application of Project Management in MS Project	05-09 March, 2018
2	Negotiation, Persuasion and influencing Skills	06-08 March, 2018
3	Regulatory Frame Work in Supply Chain	12-14 March, 2018
4	MS Excel	13-15 March, 2018
5	Dynamic Leadership in Wisdom Age	19-21 March, 2018
6	How to Conduct Effective Meetings	26-28 March, 2018

3. PMI invites 2-3 suitable nomination(s) of BS-17 and above or equivalent for each training program. Considering availability of limited seats, PMI will accept nominations on first come first served basis. No training fee is charged from participants for all of the courses. However, the departments/organizations of the nominees bear the cost of TA&DA etc.

4. All BISP Wings and Regional Offices are requested to convey suitable nomination(s) of the Officers for the above training programs till 20-02-2018. The PMI Letter of Training Programs is enclosed. The nominations may be forwarded to Director (Training)/Training Wing on the format given below.

S. No	Name & Designation	Training Course	Wing/ Section	Contact No.	Email Address

**Encl. as above**

  
(Amsal Zaman)  
Assistant Director (Training) 09/02/2018

Distribution:-

All DGs BISP HQ, Regional Directors General of BISP

CC:

- i. Director to Chairperson's Office
- ii. SO to Secretary BISP
- iii. Director IT with request to upload the Circular at BISP website please.