

Government of Pakistan  
Benazir Income Support Programme (BISP)  
"F" Block Pak Secretariat – Islamabad  
(Training Section)

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No. 1/7/TRG/CB/BISP/14/398

Islamabad, 16<sup>th</sup> March, 2018

**CIRCULAR**

Subject: - **PMI TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF APRIL, 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 April, 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.

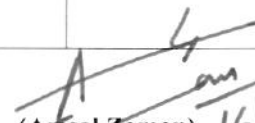
2. The Training Courses and Schedule are as under:

Sr. No.	Name of Event	Duration
1	MS Power Point	02-04 April, 2018
2	Effective Decision Making Skills	03-05 April, 2018
3	Emotional Management at Work Place	09-11 April, 2018
4	Application of Project Management in MS Project	16-20 April, 2018
5	Improving Personal Effectiveness	17-19 April, 2018
6	Stress Management	23-25 April, 2018

3. All BISP Wings at HQs and BISP Regions are requested to convey suitable nomination(s) of the Officers (who have not been availed the Training Course since July 2017) for each training program till 26-03-2018. The PMI Letter of Training Programs is enclosed. BISP is to send 2-3 nominations of BS-17 and above or equivalent to PMI for each training course. The nominations may be forwarded to Director (Training)/Training Wing on the format given below.

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

**Enclose as above**

  
(Amsal Zaman) 16/03/18  
Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings, All Director Generals (BISP Regions)

CC:

- i. Director to Chairperson's Office
- ii. SO to Secretary BISP HQs
- iii. ADG IT with request to upload the Circular at BISP website please.
- iv. Director (Training), BISP HQs



Secretary

13/2

200 may benefit provided feasible. Also invite in WP-I(16)/2017-18/T&R relation provincial govt's.

Government of Pakistan

PAKISTAN MANPOWER INSTITUTE

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

DIRECTOR GENERAL

Dated: 26<sup>th</sup> February, 2018

I want to see full fledged training program report

SUBJECT: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF APRIL, 2018

Dear Sir/Madam,

DG (HR) / Dir Training

S.O

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) Human Resource Planning (HRP) and Information Technology (IT). 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 April, 2018.

S.No	Name of Event	Duration	Course Coordinators
1	MS Power Point	02 -04 April, 2018	Miss. Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252550 Email:pakistanmanpowerinstitute@gmail.com
2	Effective Decision Making Skills	03 -05 April, 2018	Ms. Zari, Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@gmail.com
3	Emotional Management at Work Place	09 -11 April, 2018	Miss. Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252550 Email:pakistanmanpowerinstitute@gmail.com
4	Application of Project Management in MS Project	16 - 20 April, 2018	Ms. Farhat Shafiq, Deputy Director Ph: 051-9252555 Email: farhat.shafiq.pmi@gmail.com
5	Improving Personal Effectiveness	17 -19 April, 2018	Ms. Zari, Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@gmail.com
6	Stress Management	23 - 25 April, 2018	Ms. Farhat Shafiq, Deputy Director Ph: 051-9252555 Email: farhat.shafiq.pmi@gmail.com

Secretary's Office  
No. 1597  
13-03-2018

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 served 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. Participants are requested to use gate No.3 for entering into the Institute. 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.

Dy Director (HR-II) BISP  
Dy. No. 130-...-1201  
Date 15-3-18 1201

Yours sincerely,

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

pertains to this wing please  
Dis (Training)  
circulate to all  
15/3  
16/3  
AD(I)

Issued the circular and circulated to Regional Offices. (Khalida Gulnara) also  
circulate or print also  
Khalida Gulnara  
16/03/18