

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

No. 1/7-Trg/CB/BISP/14/Vol-II/911

Islamabad, February, 2019

CIRCULAR

Subject: - **PAKISTAN MANPOWER INSTITUTE (PMI) TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2019**

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, 2019. 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 Programs-I** details are as under:-

Sr. No.	Name of Event	Duration
1.	Effective Decision Making Skills	04-06 March, 2019
2.	Effective Time Management at Workplace	11-13 March, 2019
3.	Women Empowerment	18-20 March, 2019
4.	Building Self Confidence & Assertiveness Skills	25-27 March, 2019

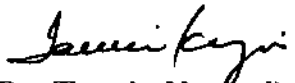
3. The **Training Program-II** detail is as under:-

Sr. No.	Name of Event/Program	Duration
1.	MS Excel, MS Word	19-21 March, 2019

4. PMI invites 2-3 suitable nomination(s) of BS-17 and above for **Program-I** and BS-16 or Equivalent for **Program-II**. Considering availability of limited seats, PMI will accept nominations on first come first served basis. The institute will not charge any fee for the training courses.

5. All BISP Wings are requested to convey suitable nomination(s) of the Officials for the above training programs before one week of commencement of course. 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


(Dr. Tanvir Kayani)
Director (Training)

Distribution:-

- All DGs BISP HQ, Regional Directors General and Directors of BISP

CC:

- PA to Director General (HRM)
- SO to Secretary BISP
- Director IT with request to upload the Circular at BISP website please.