



042-99212223

No.E&A(FD)7-3/2018.

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 10th July, 2018.

To

All Additional Finance Secretaries,
Government of the Punjab,
Finance Department.

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTHS OF AUGUST, 2018.**

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No.WP-I(16)/2018-19-T&R, dated. 02.07.2018 (which is self explanatory) received from the Director General, Government of Pakistan, Pakistan Manpower Institute, Ministry of Federal Education & Professional Training, Shahrah-e-Suhrawardy Near Zero Point, Islamabad, for information and further course of action (if any), enabling this office to respond to the quarter concerned.

Mansoor ul
SECTION OFFICER (E&A)

✓ NO. AND DATE EVEN

A copy is forwarded to the System Analyst, Finance Department for uploading the same on official website of this Department.

Mansoor ul
SECTION OFFICER (E&A)

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WP-I (16)/2018-19-T&R

Government of Pakistan



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

DIRECTOR GENERAL

Dated: 2nd July, 2018SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF AUGUST, 2018**

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) 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 August, 2018.

S.No	Name of Event	Duration	Course Coordinator
1.	Harassment of Women at Workplace	30 th July – 1 st August, 2018	Zari Assistant Director, Ph:051-9252552 Email:assistantdirectorpmi@gmail.com
2.	Supply Chain Management	6 th – 8 th August, 2018	Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252546 Email:pakistanmanpowerinstitute@gmail.com

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.

Yours sincerely,

Mushtaq Ahmed
 (Mushtaq Ahmed)

NO.R&I.FD

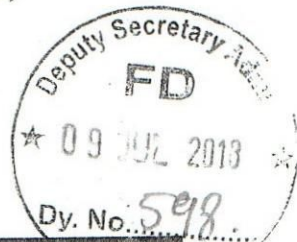
Detail of the course contents can be seen overleaf

Secretary, Finance Department,
 Government of Punjab, Lahore.

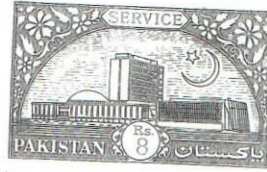
URL: www.pmi.gov.pk

Facebook page: www.facebook.com/pakistanmanpowerinstitute

Phone: No. 051-9252554, 9252546, Fax: No. 051-9252595



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@16/7/18



Course Contents

S.No.	Training Title	Date	Course Contents
1.	Harassment of Women at Work Place	30 th July – 1 st August, 2018	<ul style="list-style-type: none">• Introduction to Gender based Violence & discrimination, Difference between Gender and Sex, Gender Role, attitudes and behaviours, Gender Discrimination and issues at Workplace• Introduction to Sexual harassment, Myths & facts about Sexual harassment• Introduction to Women Protection at Workplace Act, 2017• Procedure according to law, Inquiry Committee, Power of Inquiry Committee Appeal against major and minors penalties, Remedy against false complaint• Practicing, Conducting Inquiries
2.	Supply Chain Management	6 th – 8 th August, 2018	<ul style="list-style-type: none">• Areas of Concentration (Marketing, Logistics, Supply Management)• Supply Chain Security, Policy & Strategy• Supply Chain Resilience• Supply-Side Risk, Demand Side Risk

DSCA

7-4/2018