



042-99212223

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

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 8th June, 2018.

To

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

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTHS OF JUNE & JULY, 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. 31.05.2018 (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.

M. A. Khan
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.

M. A. Khan
SECTION OFFICER (E&A)

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Government of Pakistan
WP-1 (16)/2018-19-T&R
PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training
Shahrah-e-Suhrawardy Near Zero point, Islamabad

DIRECTOR GENERAL

Dated: 31st May, 2018

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTHS OF JUNE & JULY, 2018**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes 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 programs are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management. The purpose of organizing such programs is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following training programs during the months of June and July, 2018.

S.No	Name of Event	Duration	Course Coordinator
1	Stress Management at work Place	26 - 29 June, 2018	Sidra- Tul - Muntaha Assistant Director, Ph.051-9252546 Email. pakistanmanpowerinstitute@gmail.com
2	PPRA Rules	02 - 04 July, 2018	Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
3	Effective Time Management Skills	09 - 11 July, 2018	Farhat Shafiq Deputy Director, Ph.051-9252555 Email. Farhat.shafiq.pmi@gmail.com
4	MS Power Point	23 - 25 July, 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.

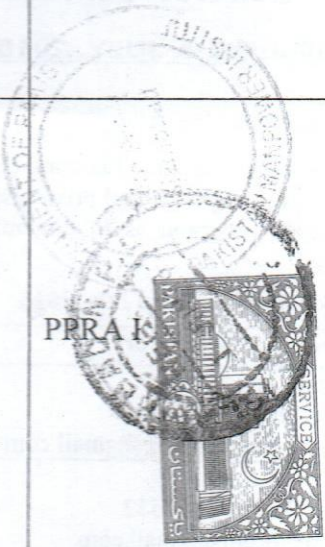
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URL: www.pmi.gov.pk

Facebook page: www.facebook.com/pakistanmanpowerinstitute
Phone: No. 051-9252554, 9252546, Fax: No. 051-9252595

CONTENTS OF THE TRAINING COURSES

S.No	Title of Training	Contents
1	Stress Management at Workplace	<ul style="list-style-type: none"> • Introduction to Stress: Types, causes and common trigger • Stress Management Techniques and Strategies • Stress Management through Emotional Intelligence(EI) • Prevention of Stress rather than cure • Role of communication in managing stress
2		<ul style="list-style-type: none"> • Introduction to Legal Framework of Public Procurement in Pakistan • Public Procurement Rules 2004 • Procurement Planning, Advertisement, Methods • Pre-Qualification, Qualification & Disqualification of suppliers & contractors • Opening Evaluation & Rejection of Bids • Acceptance of Bids & Award of Procurement Contracts • Redressal of Grievances & Settlement of Disputes • Public Procurement Regulations
3	Effective Time Management Skills	<ul style="list-style-type: none"> • Introduction to Time Management, Significance & Conceptualization • Significance of Time Management in an Organization • Characteristics of Effective Time Management in an organization • Conflict resolution in a team in relation to Time Management • Monitoring Time Management, Success & beliefs of dealing with procrastination
4	MS Power Point	<ul style="list-style-type: none"> • Getting started with MS Power point • Working with slides, header, footer & notes • Inserting and formatting pictures working with animation and sounds • Formatting pictures working with animation and sounds • Formatting text, aligning text and working with master slide • Displaying the presentation, arranging slides and adding slide transition