

NO.SO(T)EDU-81 /15  
GOVERNMENT OF SINDH  
EDUCATION AND LITERACY DEPARTMENT

Karachi, dated 11<sup>th</sup> August, 2015.

To.

- ✓ 1. The Director General (Colleges)  
Sindh, Karachi
2. The Director General,  
PITE, Shaheed Benazirabad, (Nawabshah)
3. The Regional Director (Colleges),  
Karachi/Hyderabad/Mirpurkhas/Sukkur/Larkana.
4. The Director Schools,  
Karachi/Hyderabad/Mirpurkhas/Sukkur/Larkana.
5. The Director,  
Literacy and Non-formal Education,  
Government of Sindh, Karachi.
6. The Director,  
Bureau of Curriculum & Extension  
Wing, Jamshoro.
7. The Chief Program Manager,  
NJV School, Karachi.

Subject :- PIM'S TRAINING PROGRAMS / WORKSHOPS.

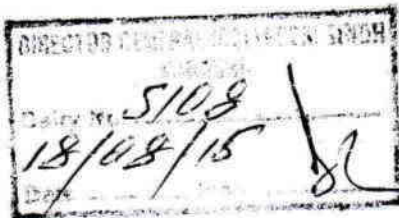
I am directed to refer to the subject noted above and to state that the Pakistan Institute of Management is going to organize different training programs / workshops during the next six months (July 2015 to January, 2016 ) at Kartachi, Islamabad, Lahore and Quetta. Further details in the matter can be had from the enclosed copy of PIM's schedule of Events.

I am accordingly directed to request you to send nomination(s) if any directly to the Registrar and Chief Management Counselor, Institute of Management, Karachi, under intimation to this department with the condition that all the expenditure(including course fee) to be incurred on traveling, boarding and lodging etc of the nominees/participants will be borne by the respective nominating departments.

  
( SYED IRTIZA ALI )  
SECTION OFFICER(T)

A copy is forwarded for information to :-

1. The P.S. to Secretary, Education and Literacy Department.
2. The P.S. to Special Secretary Education(All), for similar necessary action.
3. The P.A. to Additional Secretary(All), for similar necessary action.
4. The Section Officer-I(O&M), SGA&CD, Govt. of Sindh, Karachi w/r to his letter No.SOI(O&M)(SGA&CD)8-24/2015, Dated 31<sup>st</sup> July, 2015.



  
( SYED IRTIZA ALI )  
SECTION OFFICER(T)

**PAKISTAN INSTITUTE OF MANAGEMENT**  
**Calendar of Events (JULY 2015 to JANUARY 2016)**

Progress  
through Better  
Management

**LAHORE**

	Effective Business Intelligence for Marketing & Sales	Nov 23 - 27	Teamwork: Getting People to Work Together
	Strategic Management	Nov 24 - 27	Enhancing Leadership Skills
	How Do Effective Manager Organize Themselves	Nov 30-Dec 02	Effective Business Intelligence for Marketing & Sales
13	Workshop on Project Management	Nov 30-Dec 03	Advanced MS Excel
17	Customer Service Excellence (FD)	Nov 30-Dec 03	Development Course for Supervisors
Aug 17 - 18	Developing Performance Management System and its Implementation (FD)	Nov 30-Dec 04	Skills in Goal Setting and Work Planning
Aug 17 - 20	Presentation Skills for Managers	Dec 07 - 08	Personal Imaging
Aug 17 - 20	Event Management Skills	Dec 07 - 08	Effective Purchase Management (FD)
Aug 17 - 21	Advanced MS Access 2010 with MySQL Server	Dec 07 - 08	Counselling Skills
Aug 24 - 27	Marketing For Non-Marketers (NEW)	Dec 07 - 09	Workshop on Developing Human Resource and Administrative Policy Manual (FD)
Aug 25	How to Achieve Higher Results (FD)	Dec 07 - 10	Contracts Management
Sep 07 - 09	Finance & Accounting for Non-Financial Executives (FD)	Dec 07 - 11	Advanced MS Office 2010
Sep 07 - 10	Data Analysis Techniques for Effective Decision Making	Dec 14 - 16	Strategic Marketing (FD)
Sep 07 - 10	Inventory Management	Dec 14 - 17	Internal Auditing for ISO 9001:2008
Sep 07 - 11	Management Course for Junior Executives (FD)	Dec 14 - 17	Skills in Administration
Sep 14 - 16	3D Presentation Skills Using PowerPoint & Flash Tools	Dec 14 - 18	Effective Communication Skills
Sep 14 - 17	Knowledge Management & Organizational Development	Dec 15 - 17	Handling Difficult People
Sep 14 - 18	CPIM Module 2: Master Planning of Resources	Dec 28	Developing Sustainable Leadership in the Organization (FD)
Sep 14 - 18	Kaizen: Tools for Continual Improvement	Dec 28 - 30	Conflict Management
Sep 15 - 16	Productivity Management: Efficient Utilization of Organizational Resources (FD)	Dec 28 - 30	Executive Secretaries Course
Sep 28 - 30	Improving Workplace Effectiveness through Creativity & Innovation	Dec 28 - 31	Oracle Applications R12 - Financials
Sep 28 - Aug 02	Learn MS Office 2010 in 5 Days	Jan 04 - 05	Development Course for Managers (FD)
Sep 30	Competitive Intelligence (FD)	Jan 04 - 06	Negotiation Skills
Oct 05 - 08	Supply Chain Management	Jan 11 - 13	Creative Writing Skills
Oct 05 - 08	Selling Competencies	Jan 11 - 13	Data Analysis & Business Decisions (for Advanced Users) in Excel
Oct 05 - 09	Basics of Business English	Jan 11 - 14	Financial Management Course
Oct 06 - 09	Project Monitoring, Evaluation & Control	Jan 11 - 14	Materials Handling and Warehousing
Oct 12 - 14	Oracle Database 12c Disaster & Recovery	Jan 18 - 20	Cost & Management Accounting For Non-Financial Manager
Oct 12 - 14	Developing Managerial Competencies	Jan 18 - 22	Planning & Scheduling with Primavera P6 V8
Oct 12 - 15	The Power of Positive Thinking	Jan 19 - 21	Assertiveness Skills
Oct 27 - 30	Successfully Managing Multiple Projects: Effective Program and Portfolio Management	Jan 19 - 22	Skills in Supervision
Nov 02 - 04	Art of Peak Performance	Jan 25 - 28	Human Resource Management
Nov 02 - 04	Management by Objectives	Jan 25 - 29	The Art of Technical Writing & its Advantages
Nov 02 - 06	Six Sigma: Green Belt (FD)	Jan 25 - 29	CPIM Module 1: Basics of Supply Chain
Nov 02 - 06	Improving Personal Effectiveness		<b>QUETTA</b>
Nov 02 - 06	Effective Letters, Reports and Presentations		
Nov 10 - 11	Managing Training and Development Function (FD)	Aug 25 - 28	Project Monitoring, Evaluation & Control
Nov 16 - 17	Managerial Transition: From operational manager to strategic thinker (FD)	Sep 07 - 10	Effective Communication Skills
Nov 16 - 19	SAP Business One	Oct 05 - 06	Effective Project Proposals (FD)
Nov 16 - 20	How to Improve Morale, Motivation and Commitment	Nov 02 - 06	Workshop on Project Management
Nov 16 - 20	Problem Solving and Decision Making Skills	Jan 11 - 14	Skills in Administration

For details and registration, please contact the Program Office,



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**PAKISTAN INSTITUTE OF MANAGEMENT**  
**Calendar of Events (JULY 2015 to JANUARY 2016)**

Progress  
through Better  
Management



**KARACHI**

Jul 27 - 31	Quality Assurance and Management	Nov 16 - 20	Effective Communication Skills
Aug 03	Developing Sustainable Leadership in the Organization (FD)	Nov 17 - 19	Assertiveness Skills
Aug 03 - 07	The Art of Technical Writing & its Advantages	Nov 23 - 25	Executive Secretaries Course
Aug 10 - 14	Teamwork: Getting People to Work Together	Nov 23 - 26	Organizational Performance Management: Management Tools for Improving Performance Indicators (FD)
Aug 17 - 20	Advanced MS Excel	Nov 23 - 27	Training Techniques for Trainers
Aug 24 - 26	Cost & Management Accounting For Non - Financial Manager	Nov 23 - 27	Principles of Good Management
Aug 24 - 27	Human Resource Management	Nov 23 - 27	Quality Assurance and Management
Aug 24 - 27	Skills in Administration	Nov 30 - Dec-02	Finance & Accounting for Non-Financial Executives (FD)
Aug 31-Sep 01	Effective Purchase Management (FD)	Nov 30 - Dec-02	Improving Workplace Effectiveness through Creativity & Innovation
Aug 31-Sep 04	How to Improve Morale, Motivation and Commitment	Dec 01 - 03	Conflict Management
Aug 31-Sep 01	How to Conduct Effective Meetings	Dec 07 - 09	Creating Organizational Excellence
Aug 31-Sep 01	Leading Growth through customer centricity (FD) (NEW)	Dec 07 - 10	Inventory Management
ep 07 - 09	Management by Objectives	Dec 07 - 11	Problem Solving and Decision Making Skills
ep 07 - 11	Workshop on Developing Human Resource and Administrative Policy Manual	Dec 08 - 11	Project Monitoring, Evaluation & Control
ep 14 - 17	Event Management Skills	Dec 08 - 11	Project Monitoring, Evaluation & Control
ep 14 - 18	Six Sigma: Green Belt (FD) (NEW)	Dec 14 - 16	Developing Managerial Competencies
ep 14 - 18	Skills in Goal Setting and Work Planning	Dec 21 - 22	Managerial Transition: Form operational manager to strategic thinker (FD)
ep 14 - 18	Workshop on Project Management	Dec 21 - 25	CPIM Module 1: Basics of Supply Chain
ep 14 - 18	Effective Letters, Reports and Presentations	Dec 28 - 31	Data Analysis Techniques for Effective Decision Making
ep 28 - Oct 01	The Power of Positive Thinking	Dec 28 - 31	How do Effective Manager Organize Themselves
ct 05 - 07	Strategic Management	Dec 28 - Jan 01	Improving Spoken English Skills
ct 05 - 07	Negotiation Skills	Dec 29	Customer Service Excellence (FD)
ct 05 - 08	Development Course for Supervisors	Jan 04	Competitive Intelligence (FD)
ct 12 - 15	Marketing For Non Marketers (NEW)	Jan 05 - 07	Stress Management
ct 12 - 16	Advanced MS Office	Jan 05 - 08	Successfully Managing Multiple Projects: Effective Program and Portfolio Management
ct 13 - 16	Enhancing Leadership Skills	Jan 11 - 14	Internal Auditing for ISO 9001:2008
ct 26 - 28	Creative Writing Skills	Jan 11 - 15	Improving Personal Effectiveness
ct 26 - 29	Materials Handling and Warehousing	Jan 12 - 14	Building Resilience: Prepare Yourself to thrive in Challenging Times (NEW)
ct 27 - 28	Counselling Skills	Jan 18 - 20	Effective Business Intelligence for Marketing & Sales
ct 27 - 29	Handling Difficult People	Jan 18 - 20	Managing Training and Development Functions
ov 02 - 05	Supply Chain Management	Jan 18 - 22	Kaizen: Tools for Continual Improvement
ov 02 - 05	Contracts Management	Jan 18 - 22	Basics of Business English
ov 02 - 06	Management Course for Junior Executives (FD)	Jan 25 - 26	Strategy Execution (FD) (NEW)
ov 03 - 04	Productivity Management: Efficient Utilization of Organizational Resources (FD)	Jan 25 - 28	Advanced MS Excel
ov 10 - 12	Behavioral Skills for Successful Managers	Jan 26 - 27	Personal Imaging
ov 10 - 13	Financial Analysis: Concepts and Techniques	<b>ISLAMABAD</b>	
ov 11	How to Achieve Higher Results (FD)	Aug 03 - 06	Data Analysis Techniques for Effective Decision Making
ov 16 - 18	Dashboard Reporting & Advanced Data Analysis with MS Excel	Oct 12 - 15	Contracts Management
ov 16 - 19	Presentation Skills for Managers	Oct 27 - 29	Conflict Management
ov 16 - 19	Knowledge Management & Organizational Development	Dec 28 - Jan 01	Teamwork: Getting People to Work Together
ov 16 - 20	Developing Performance Management System and its Implementation	Jan 25 - 28	Blue Ocean Strategy: Creating Innovative Business Model to make Competition Irrelevant

For details and registration, please contact the Program Office,



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