



Government of Pakistan  
Benazir Income Support Programme (BISP)  
"F" Block Pak Secretariat  
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No. 1/7-Trg/CB/BISP/14/Vol-II

Islamabad, 04<sup>th</sup> July, 2022

**CIRCULAR**

Subject: - **PIM's Management Training & Development Program  
(July- December 2022)- Self Financed Basis**

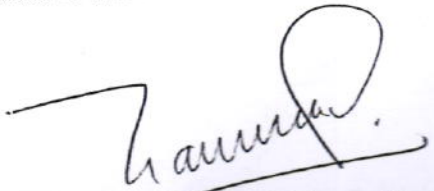
Pakistan Institute of Management (PIM), is the pioneer in learning and development in Pakistan for having specialty in Management Sciences and Development. They are interested to enhance the caliber of the talent acquired and also focusing on the pulse and complex needs of the dynamic organizations.

2. In this aspect PIM has organized a series of Training Courses/Workshops in the wide spectrum of Human Development in the domain of executive education. These programmes are organized for the managers and executives of the public and private sector organizations to disseminate information to the participants and enhance their skills.

3. The schedule of the training calendar of PIM is enclosed for the interested participants. It is pertinent to mention that the scheduled courses are offered on **self-finance basis**.

4. All Director Generals/Directors are requested to disseminate the above information to all Officers/Officials serving under them with the direction to apply for the course(s) offered by PIM directly, if so interested, under intimation to this office.

Encl: - **As above**

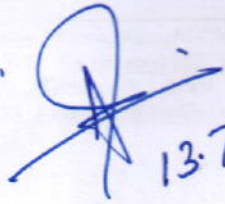
  
(Muhammad Ahmad Usmani)  
Deputy Director (L&D)

Distribution:-

1. All DGs, ADG's and Directors incharge of Wings, BISP Head Office, Islamabad.
2. Director MCO BISP Head Office, Islamabad with the request to upload the Circular alongwith its enclosure at BISP's Website, please.

CC:

1. SO to the Secretary, BISP BISP Head Office, Islamabad.
2. PS to DG (OM), BISP Head Office, Islamabad.

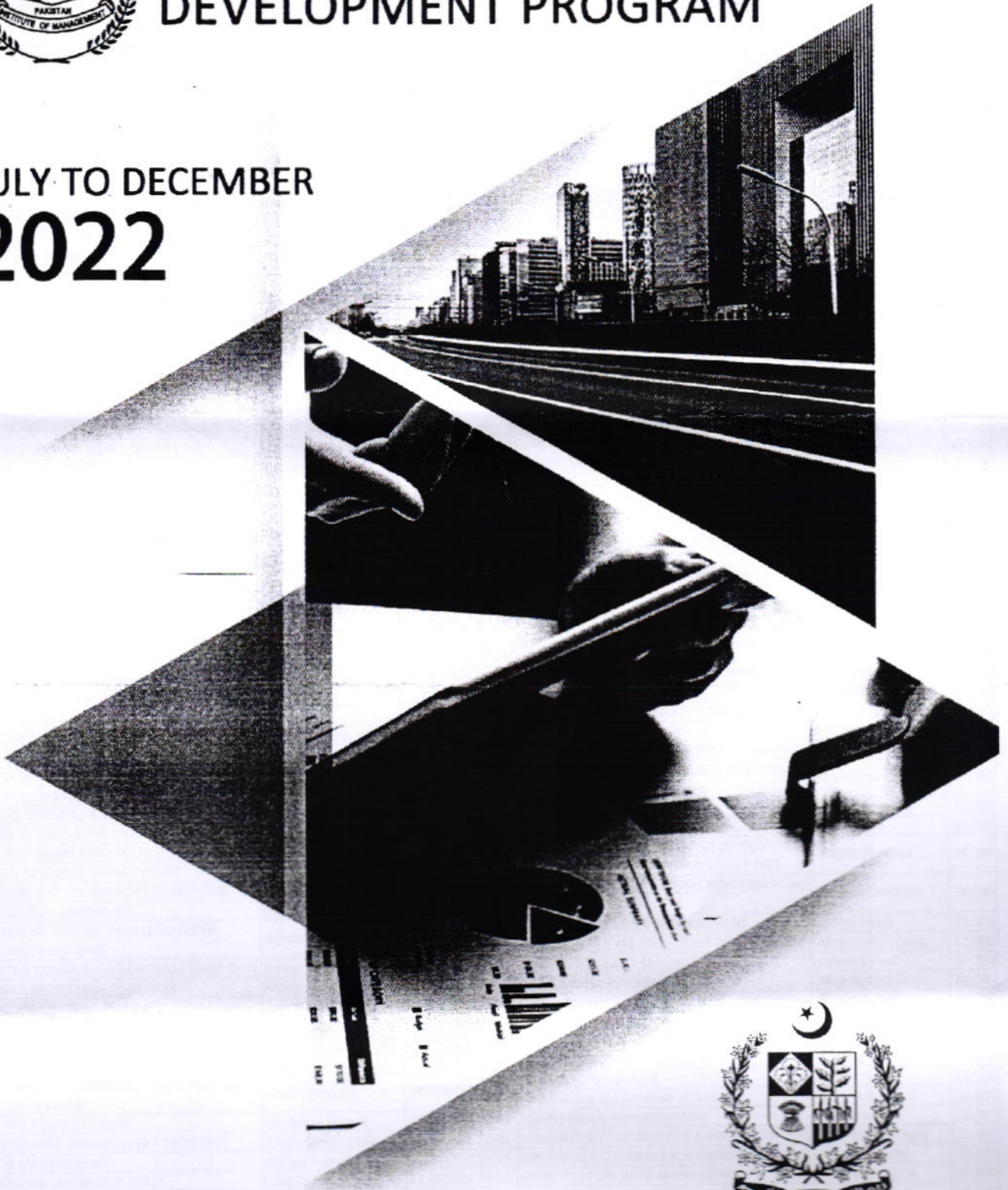
*Tahir*  
*To do the needful.*  
  
13.7.22









# MANAGEMENT TRAINING & DEVELOPMENT PROGRAM

JULY TO DECEMBER  
**2022**



**PAKISTAN INSTITUTE OF MANAGEMENT**  
Ministry of Industries & Production  
Government of Pakistan

 /PIMThePioneer  /pimtraining  /pimpk  [www.pim.com.pk](http://www.pim.com.pk)



# PAKISTAN INSTITUTE OF MANAGEMENT

## LEARNING AND DEVELOPMENT CALENDAR

(JULY to DECEMBER 2022)

PIM is the pioneer in learning and development in Pakistan specializing in enhancing the caliber of the talent acquired by organizations. We know the pulse of the growing and complex needs of the market and develop programs to facilitate human capital to enhance excellence in their jobs. PIM now offers courses for the period July to December 2022.

KARACHI					LAHORE				
DATE	COURSE TITLE	FACILITATOR	FEE (Rs)	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)		
Jul 04-05	MS PROJECT	Aleem Habib	22,000	Dec 19-20	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	M. Syed Ul Haque	24,000		
Jul 18-19	AGILE PROJECT MANAGEMENT WITH SCRUM	Aleem Habib	22,000	Dec 26-27	E-LEADERSHIP	Muhammad Ovais	22,000		
Jul 25-26	NEGOTIATION SKILLS	Aslam Soni	22,000	Dec 26-27	HANDLING DIFFICULT PEOPLE	Asmat Batool	22,000		
Jul 25-27	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000	Dec 26-28	PRINCIPLES OF GOOD MANAGEMENT	Aleem Habib	29,000		
Jul 25-27	PRODUCTION OPERATIONS MANAGEMENT	Dr. Adeel Zeerak	29,000						
Aug 01-02	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	22,000						
Aug 01-02	ENTERPRISE RISK MANAGEMENT	Muhammad Ovais	22,000	Jul 04-05	PROCEDURES OF CONDUCTING EMPLOYEE INQUIRIES	Shehla Yasmeen	22,000		
Aug 01-02	LEADER AS A COACH	Haseeb T. Hassan	35,000	Jul 19-21	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000		
Aug 01-03	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	35,000	Jul 20-21	MANAGING MULTIPLE PROJECT	Laiq Ur Rahman	22,000		
Aug 08-09	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	22,000	Jul 22-23	HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	Laiq Ur Rahman	22,000		
Aug 10-11	TRAIN YOUR MIND: THINK POSITIVELY	Visiting Faculty	22,000	Jul 25-26	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	22,000		
Aug 15-16	EFFECTIVE PURCHASE MANAGEMENT	Dr. Adeel Zeerak	22,000	Aug 01-02	FINANCIAL MANAGEMENT	Aslam Soni	22,000		
Aug 17-19	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000	Aug 01-02	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000		
Aug 22-23	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	22,000	Aug 01-02	HOW TO IMPROVE MORALE, MOTIVATION & COMMITMENT	Shehla Yasmeen	22,000		
Aug 22-23	MANAGING WITH POWER & INFLUENCE	Dr. Adeel Zeerak	22,000	Aug 03-04	PLANNING AND SCHEDULING WITH PRIMAVERA P6 V 18.8	Aleem Habib	22,000		
Aug 22-23	PROJECT MONITORING, EVALUATION & CONTROL	Laiq Ur Rahman	22,000	Aug 08-09	CREATING ORGANIZATIONAL EXCELLENCE	Visiting Faculty	22,000		
Aug 22-26	CERTIFIED LEAN SIX SIGMA GREEN BELT	Muhammad Ovais	45,000	Aug 15-16	AGILE PROJECT MANAGEMENT WITH SCRUM	Aleem Habib	22,000		
Aug 29-31	ADVANCED MS OFFICE	Aleem Habib	22,000	Aug 15-16	NEGOTIATION SKILLS	Aslam Soni	22,000		
Sep 05-06	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	22,000	Aug 17-18	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Visiting Faculty	29,000		
Sep 05-06	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Visiting Faculty	22,000	Aug 17-18	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001 (NEW)	Visiting Faculty	29,000		
Sep 05-06	RESILIENCE & PERSEVERANCE	Muhammad Ovais	22,000	Aug 22-23	TALENT MANAGEMENT	Shehla Yasmeen	22,000		
Sep 05-06	TAXATION LAWS OF PAKISTAN	M. Abid	29,000	Aug 22-23	INTERNAL FINANCIAL AUDITING & RISK MANAGEMENT	Mian Ahmed	22,000		
Sep 05-07	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	24,000	Aug 23-24	HANDLING DIFFICULT PEOPLE	Asmat Batool	22,000		
Sep 12-13	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	Amir Nouman	24,000	Aug 29-30	CRITICAL THINKING & ANALYTICAL SKILLS	Muhammad Ovais	22,000		
Sep 12-14	BASICS OF BUSINESS ENGLISH	Muhammad Ovais	29,000	Aug 31- Sep	BEHAVIOUR BASED SAFETY	Muhammad Ovais	22,000		
Sep 19-21	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Muneer Ahmed	29,000	Sep 05-06	EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Shehla Yasmeen	22,000		
Sep 19-21	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	29,000	Sep 05-07	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000		
Sep 26-27	EFFECTIVE DELEGATING & COACHING SKILLS	Dr. Adeel Zeerak	22,000	Sep 08-09	SKILLS IN SUPERVISION	Laiq Ur Rahman	22,000		
Sep 26-28	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	29,000	Sep 12-13	INVENTORY MANAGEMENT & WAREHOUSING	Aslam Soni	22,000		
Oct 03-05	ADVANCED MS EXCEL	Aleem Habib	22,000	Sep 14-16	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI (HALF DAY)	Shehla Yasmeen	24,000		
Oct 10-11	CRITICAL THINKING & ANALYTICAL SKILLS	Muhammad Ovais	22,000	Sep 19-21	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000		
Oct 17-18	HABITS OF SUCCESSFUL PROFESSIONALS	Laiq Ur Rahman	22,000	Sep 19-21	PRINCIPLES OF GOOD MANAGEMENT	Aleem Habib	29,000		
Oct 17-18	UNDERSTANDING PPRA RULES (FEDERAL)	Dr. Adeel Zeerak	22,000	Sep 26-27	MAINTENANCE MANAGEMENT WITH TPM	Muhammad Ovais	22,000		
Oct 17-19	HUMAN RESOURCE MANAGEMENT	Asmat Batool	29,000	Sep 26-28	HUMAN RESOURCE MANAGEMENT	Asmat Batool	29,000		
Oct 24-25	DEVELOPMENT COURSE FOR SUPERVISORS	Aleem Habib	22,000	Sep 28-29	MANAGERIAL PSYCHOLOGY	Muhammad Ovais	22,000		
Oct 24-25	STRATEGIC MANAGEMENT	M. Syed Ul Haque	24,000	Sep 29-30	STRESS MANAGEMENT	Asmat Batool	22,000		
Oct 24-26	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER (HALF DAY)	Aslam Soni	24,000	Oct 03-04	CONFLICT MANAGEMENT	Shehla Yasmeen	22,000		
Oct 31-Nov 2	EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Aslam Soni	24,000	Oct 05-06	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	29,000		
Nov 14-15	MODERN SECRETARIAL PRACTICES	Asmat Batool	22,000	Oct 10-11	PERFORMANCE MANAGEMENT	Visiting Faculty	22,000		
Nov 14-15	SUPPLY CHAIN MANAGEMENT	Aslam Soni	22,000	Oct 10-12	ADVANCED MS OFFICE	Aleem Habib	22,000		
Nov 14-16	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	29,000	Oct 13-14	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	22,000		
Nov 17-18	ASSERTIVENESS SKILLS	Asmat Batool	22,000	Oct 17-18	SUPPLY CHAIN MANAGEMENT	Aslam Soni	22,000		
Nov 21-22	MANAGING MULTIPLE PROJECT	Laiq Ur Rahman	22,000	Oct 17-21	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	35,000		
Nov 21-23	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000	Oct 24-25	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Visiting Faculty	22,000		
Nov 28-29	CONTRACT MANAGEMENT	Dr. Adeel Zeerak	22,000	Oct 24-25	EFFECTIVE PURCHASE MANAGEMENT	Dr. Adeel Zeerak	22,000		
Nov 28-29	MAINTENANCE MANAGEMENT WITH TPM	Muhammad Ovais	22,000	Oct 24-26	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	35,000		
Nov 28-29	STRESS MANAGEMENT	Asmat Batool	22,000	Oct 24-26	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Muneer Ahmed	29,000		
Dec 05-06	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	22,000	Oct 26-27	CONTRACT MANAGEMENT	Dr. Adeel Zeerak	22,000		
Dec 05-07	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000	Oct 31-Nov 1	SKILLS IN ADMINISTRATION	Aleem Habib	22,000		
Dec 05-07	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	29,000	Oct 31-Nov 2	TRAINING TECHNIQUES FOR TRAINER	Khalid Hussain	29,000		
Dec 05-09	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	35,000	Oct 31-Nov 2	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	24,000		
Dec 12-13	CONFLICT MANAGEMENT	Shehla Yasmeen	22,000	Nov 02-03	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	22,000		
Dec 12-13	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	22,000	Nov 07-08	MANAGING WITH POWER & INFLUENCE	Dr. Adeel Zeerak	22,000		
Dec 12-13	SKILLS IN ADMINISTRATION	Aleem Habib	22,000						
Dec 19-20	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000						



# PAKISTAN INSTITUTE OF MANAGEMENT

## LEARNING AND DEVELOPMENT CALENDAR (JULY to DECEMBER 2022)

LAHORE				ISLAMABAD			
DATE	COURSE TITLE	FACILITATOR	FEE (Rs)	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
Nov 07-08	E-LEADERSHIP	Muhammad Ovais	22,000	Sep 12-14	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	29,000
Nov 07-08	TRAIN YOUR MIND: THINK POSITIVELY	Visiting Faculty	22,000	Sep 15-16	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	22,000
Nov 07-09	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	29,000	Sep 19-20	LEADER AS A COACH	Haseeb T. Hassan	35,000
Nov 09-10	DESIGN THINKING FOR INNOVATION	Muhammad Ovais	22,000	Sep 22-23	HABITS OF SUCCESSFUL PROFESSIONALS	Laiq Ur Rahman	22,000
Nov 14-15	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	22,000	Sep 26-27	WORKSHOP ON STRATEGIC PLANNING	M. Syed Ul Haque	22,000
Nov 14-16	BASICS OF BUSINESS ENGLISH	Muhammad Ovais	29,000	Sep 26-28	EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Aslam Soni	24,000
Nov 17-18	HABITS OF SUCCESSFUL PROFESSIONALS	Laiq Ur Rahman	22,000	Sep 28-29	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	22,000
Nov 21-22	DEVELOPMENT COURSE FOR SUPERVISORS	Aleem Habib	22,000	Oct 03-04	NEGOTIATION SKILLS	Aslam Soni	22,000
Nov 21-23	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000	Oct 03-07	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	35,000
Nov 21-23	PRODUCTION OPERATIONS MANAGEMENT	Dr. Adeel Zeerak	29,000	Oct 05-07	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	35,000
Nov 24-25	LEADER AS A COACH	Haseeb T. Hassan	35,000	Oct 10-11	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	22,000
Nov 28-30	QUALITY ASSURANCE AND MANAGEMENT	Visiting Faculty	29,000	Oct 10-12	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000
Nov 28-30	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	29,000	Oct 12-13	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	22,000
Dec 01-02	PROJECT MONITORING, EVALUATION & CONTROL	Laiq Ur Rahman	22,000	Oct 13-14	HANDLING DIFFICULT PEOPLE	Asmat Batool	22,000
Dec 01-02	STRATEGIC MANAGEMENT	M. Syed Ul Haque	24,000	Oct 17-18	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000
Dec 05-07	EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Aslam Soni	24,000	Oct 17-19	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000
Dec 05-07	ADVANCED MS EXCEL	Aleem Habib	22,000	Oct 19-20	PLANNING AND SCHEDULING WITH PRIMAVERA P6 V 18.8	Aleem Habib	22,000
Dec 05-07	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES (HALF DAY)	Shehla Yasmeen	24,000	Oct 20-21	DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	Faisal Iqbal	22,000
Dec 12-13	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	22,000	Oct 24-25	ENTERPRISE RISK MANAGEMENT	Muhammad Ovais	22,000
Dec 14-15	ASSERTIVENESS SKILLS	Asmat Batool	22,000	Oct 24-25	HOW TO IMPROVE MORALE, MOTIVATION & COMMITMENT	Shehla Yasmeen	22,000
Dec 15-16	MANAGING MULTIPLE PROJECTS	Laiq Ur Rahman	22,000	Oct 26-28	INTEGRATED HSE MANAGEMENT SYSTEM: ISO 14001 AND 45001 (NEW)	Visiting Faculty	29,000
Dec 21-22	EFFECTIVE DELEGATING & COACHING SKILLS	Dr. Adeel Zeerak	22,000	Oct 26-28	TAXATION LAWS OF PAKISTAN	M. Abid	29,000
Dec 19-23	CERTIFIED LEAN SIX SIGMA GREEN BELT	Muhammad Ovais	45,000	Oct 31-Nov 1	EFFECTIVE DELEGATING & COACHING SKILLS	Dr. Adeel Zeerak	22,000
Dec 19-20	UNDERSTANDING PROVINCIAL PPRA RULES	Shahid Hussain	22,000	Oct 31-Nov 4	CERTIFIED LEAN SIX SIGMA GREEN BELT	Muhammad Ovais	45,000
Dec 26-27	DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	Faisal Iqbal	22,000	Nov 03-04	PROJECT MONITORING, EVALUATION & CONTROL	Laiq Ur Rahman	22,000
Dec 26-27	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	22,000	Nov 03-04	TALENT MANAGEMENT	Shehla Yasmeen	22,000
Dec 28-30	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER (HALF DAY)	Aslam Soni	24,000	Nov 07-09	FINANCE & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000
<b>ISLAMABAD</b>				Nov 07-09	ADVANCED MS OFFICE	Aleem Habib	22,000
Jul 04-06	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000	Nov 10-11	PERFORMANCE MANAGEMENT	Visiting Faculty	22,000
Jul 04-06	QUALITY ASSURANCE AND MANAGEMENT	Visiting Faculty	29,000	Nov 10-11	CREATING ORGANIZATIONAL EXCELLENCE	M. Syed Ul Haque	22,000
Jul 18-20	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	29,000	Nov 16-18	PRINCIPLES OF GOOD MANAGEMENT	Aleem Habib	29,000
Jul 18-19	ASSERTIVENESS SKILLS	Asmat Batool	22,000	Nov 17-18	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	Amir Nouman	24,000
Jul 20-21	CONFLICT MANAGEMENT	Shehla Yasmeen	22,000	Nov 21-23	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	24,000
Jul 20-21	E-LEADERSHIP	Muhammad Ovais	22,000	Nov 24-25	THE ART OF MARKETING	Khalid Hussain	22,000
Jul 25-26	MODERN SECRETARIAL PRACTICES	Asmat Batool	22,000	Nov 28-29	ANALYZING & VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	22,000
Jul 25-26	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000	Nov 28-30	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER (HALF DAY)	Aslam Soni	24,000
Aug 01-02	CONTRACT MANAGEMENT	Dr. Adeel Zeerak	22,000	Nov 30-Dec 1	AGILE PROJECT MANAGEMENT WITH SCRUM	Aleem Habib	22,000
Aug 08-09	INVENTORY MANAGEMENT AND WAREHOUSING	Aslam Soni	22,000	Dec 05-06	EFFECTIVE PURCHASE MANAGEMENT	Dr. Adeel Zeerak	22,000
Aug 09-10	SKILLS IN ADMINISTRATION	Aleem Habib	22,000	Dec 05-06	MODERN SECRETARIAL PRACTICES	Asmat Batool	22,000
Aug 15-16	STRATEGIC MANAGEMENT	M. Syed Ul Haque	24,000	Dec 08-09	FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE	Faisal Iqbal	22,000
Aug 15-16	STRESS MANAGEMENT	Asmat Batool	22,000	Dec 12-13	SUPPLY CHAIN MANAGEMENT	Aslam Soni	22,000
Aug 17-19	BASICS OF BUSINESS ENGLISH	Muhammad Ovais	29,000	Dec 15-16	TRAIN YOUR MIND: THINK POSITIVELY	Visiting Faculty	22,000
Aug 18-19	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	22,000	Dec 15-17	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Muneer Ahmed	29,000
Aug 22-23	COST & MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	24,000	Dec 19-21	HUMAN RESOURCE MANAGEMENT	Asmat Batool	29,000
Aug 22-24	ADVANCED MS EXCEL	Aleem Habib	22,000	Dec 21-22	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Visiting Faculty	22,000
Aug 25-26	MS PROJECT	Aleem Habib	22,000	Dec 29-31	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	29,000
Aug 29-31	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	29,000				
Aug 29-31	PRODUCTION OPERATIONS MANAGEMENT	Dr. Adeel Zeerak	29,000				
Sep 01-02	FINANCIAL MANAGEMENT	Aslam Soni	22,000				
Sep 01-02	HR ANALYTICS	Shehla Yasmeen	22,000				
Sep 05-06	UNDERSTANDING PPRA RULES (FEDERAL)	Dr. Adeel Zeerak	22,000				
Sep 07	COMPETITIVE INTELLIGENCE	M. Syed Ul Haque	17,000				
Sep 12-13	DEVELOPMENT COURSE FOR SUPERVISORS	Aleem Habib	22,000				

- Course timings: 9:00 am to 4:00 pm (Full Day) 9:00 am to 1:00 pm (Half Day).
- Courses can also be arranged in-house to meet our clients' specialized needs. These courses can be conducted at PIM or any other location.
- PIM reserves the right to make any changes required as per circumstances.

- PIM offers complimentary participation and fee discounts in courses to various categories of PIM memberships.
- Fee is exclusive of all applicable taxes.
- Training may also take place online, in case of government restrictions.



# PAKISTAN INSTITUTE OF MANAGEMENT

CATEGORY Wise COURSES  
(JULY to DECEMBER 2022)

COMMUNICATION				GENERAL MANAGEMENT				DATE	CITY	FEE (Rs)
BASICS OF BUSINESS ENGLISH	Aug 17-19	Islamabad	29,000	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Oct 03-07	Islamabad	35,000	Lahore	Karachi	
	Sep 12-14	Karachi								
	Nov 14-16	Lahore								
EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Sep 26-28	Islamabad	24,000	MANAGING WITH POWER AND INFLUENCE	Aug 22-23	Karachi	22,000	Lahore	Lahore	
	Oct 31 Nov 02	Karachi								
	Dec 05-07	Lahore								
EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Sep 05-07	Karachi	24,000	PROBLEM SOLVING AND DECISION MAKING SKILLS	Jul 18-20	Islamabad	29,000	Lahore	Lahore	
	Oct 31 Nov 02	Lahore								
	Nov 21-23	Islamabad								
EFFECTIVE PRESENTATION SKILLS	Aug 01-02	Karachi	22,000	MODERN SECRETARIAL PRACTICES	Jul 25-26	Islamabad	22,000	Lahore	Islamabad	
	Sep 15-16	Islamabad								
	Dec 12-13	Lahore								
<b>FINANCE AND AUDITING</b>				<b>GENERAL MANAGEMENT</b>						
COST & MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Aug 22-23	Islamabad	24,000	PERFORMANCE BASED MANAGEMENT	Oct 10-11	Lahore	22,000	Lahore	Islamabad	
					Nov 10-11	Islamabad				
FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Jul 25-27	Karachi	29,000	SKILLS IN ADMINISTRATION	Aug 09-10	Islamabad	22,000	Lahore	Karachi	
	Sep 19-21	Lahore								
	Nov 07-09	Islamabad								
	Dec 05-07	Karachi								
FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	Jul 19-21	Lahore	29,000	SKILLS IN GOAL SETTING AND WORK PLANNING	Oct 05-06	Lahore	29,000	Lahore	Islamabad	
	Aug 17-19	Karachi								
	Oct 10-12	Islamabad								
	Nov 21-23	Lahore								
FINANCIAL MANAGEMENT	Aug 01-02	Lahore	22,000	SKILLS IN SUPERVISION	Sep 08-09	Lahore	22,000	Lahore	Islamabad	
	Sep 01-02	Islamabad								
FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE	Sep 12-13	Karachi	24,000	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER (HALF DAY)	Oct 24-26	Karachi	24,000	Lahore	Islamabad	
	Nov 17-18	Islamabad								
FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE	Dec 08-09	Islamabad	22,000	<b>HUMAN RESOURCE MANAGEMENT</b>						
INTERNAL FINANCIAL AUDITING AND RISK MANAGEMENT	Aug 22-23	Lahore	22,000	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Aug 08-09	Karachi	22,000	Lahore	Islamabad	
					Sep 28-29	Islamabad				
				Nov 14-15	Lahore					
<b>GENERAL MANAGEMENT</b>				<b>GENERAL MANAGEMENT</b>						
DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Jul 04-06	Islamabad	29,000	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES (HALF DAY)	Dec 05-07	Lahore	24,000	Lahore	Islamabad	
	Sep 05-07	Lahore								
	Oct 17-19	Islamabad								
	Nov 21-23	Karachi								
DESIGN THINKING FOR INNOVATION	Nov 09-10	Lahore	22,000	EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Sep 05-06	Lahore	22,000	Lahore	Islamabad	
DEVELOPING MANAGERIAL COMPETENCIES	Aug 22-23	Karachi	22,000	HR ANALYTICS	Sep 01-02	Islamabad	22,000	Lahore	Islamabad	
	Oct 10-11	Islamabad								
	Dec 26-27	Lahore								
DEVELOPMENT COURSE FOR SUPERVISORS	Sep 12-13	Islamabad	22,000	HUMAN RESOURCE MANAGEMENT	Sep 26-28	Lahore	29,000	Lahore	Islamabad	
	Oct 24-25	Karachi								
	Nov 21-22	Lahore								
E-LEADERSHIP	Jul 20-21	Islamabad	22,000	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI (HALF DAY)	Sep 14-16	Lahore	24,000	Lahore	Islamabad	
	Nov 07-08	Lahore								
EFFECTIVE DELEGATING & COACHING SKILLS	Dec 26-27	Karachi	22,000	PROCEDURES OF CONDUCTING EMPLOYEE INQUIRIES	Jul 04-05	Lahore	22,000	Lahore	Islamabad	
	Sep 26-27	Karachi								
EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Oct 31-Nov 1	Islamabad	22,000	TALENT MANAGEMENT	Aug 22-23	Lahore	22,000	Lahore	Islamabad	
	Dec 21-22	Lahore								
	Sep 05-06	Karachi								
HABITS OF SUCCESSFUL PROFESSIONALS	Oct 24-25	Lahore	22,000	TRAINING TECHNIQUES FOR TRAINERS	Nov 03-04	Islamabad	29,000	Lahore	Islamabad	
	Dec 21-22	Islamabad								
	Sep 22-23	Islamabad								
HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Oct 17-18	Karachi	22,000	ADVANCED MS EXCEL	Sep 12-14	Islamabad	22,000	Lahore	Islamabad	
	Nov 17-18	Lahore								
	Jul 25-26	Lahore								
HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	Oct 12-13	Islamabad	22,000	ADVANCED MS OFFICE	Aug 29-31	Karachi	22,000	Lahore	Islamabad	
	Dec 12-13	Karachi								
HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Jul 22-23	Lahore	22,000	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Sep 05-06	Karachi	22,000	Lahore	Islamabad	
	Aug 01-02	Lahore								
	Oct 24-25	Islamabad	22,000	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Nov 02-03	Lahore	22,000	Lahore	Islamabad	
					Jul 25-26	Islamabad				
					Aug 01-02	Lahore	22,000	Lahore	Islamabad	
					Oct 17-18	Islamabad				
					Dec 19-20	Karachi				



**PAKISTAN INSTITUTE OF MANAGEMENT**  
**CATEGORY Wise COURSES**  
 (JULY to DECEMBER 2022)

LAWS AND TAXATION				SOFT SKILLS			
ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Sep 19-21	Karachi	29,000	ASSERTIVENESS SKILLS	Jul 18-19	Islamabad	22,000
	Oct 24-26	Lahore			Nov 17-18	Karachi	
	Dec 15-17	Islamabad			Dec 14-15	Lahore	
TAXATION LAWS OF PAKISTAN	Sep 05-06	Karachi	29,000	CONFLICT MANAGEMENT	Jul 20-21	Islamabad	22,000
	Oct 26-28	Islamabad			Oct 03-04	Lahore	
UNDERSTANDING PPRA RULES (FEDERAL)	Sep 05-06	Islamabad	22,000		CRITICAL THINKING & ANALYTICAL SKILLS	Aug 29-30	
UNDERSTANDING PROVINCIAL PPRA RULES	Oct 17-18	Karachi	22,000	Oct 10-11		Karachi	
<b>LEADERSHIP AND STRATEGIC MANAGEMENT</b>				HANDLING DIFFICULT PEOPLE	Aug 23-24	Lahore	22,000
CREATING ORGANIZATIONAL EXCELLENCE	Aug 01-02	Lahore	22,000		Oct 13-14	Islamabad	
	Nov 10-11	Islamabad		Dec 26-27	Karachi		
DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	Oct 20-21	Islamabad	22,000	IMPROVING PERSONAL EFFECTIVENESS	Aug 29-31	Islamabad	29,000
	Dec 26-27	Lahore			Sep 26-28	Karachi	
ENHANCING LEADERSHIP SKILLS	Aug 18-19	Islamabad	22,000	MANAGERIAL PSYCHOLOGY	Sep 28-29	Lahore	22,000
	Oct 13-14	Lahore		NEGOTIATION SKILLS	Jul 25-26	Karachi	22,000
	Dec 05-06	Karachi			Aug 15-16	Lahore	
LEADER AS A COACH	Aug 01-02	Karachi	35,000	RESILIENCE & PERSEVERANCE	Oct 03-04	Islamabad	22,000
	Sep 19-20	Islamabad			Sep 05-06	Karachi	
	Nov 24-25	Lahore		STRESS MANAGEMENT	Aug 15-16	Islamabad	22,000
Dec 19-20	Karachi	24,000	Sep 29-30		Lahore		
STRATEGIC MANAGEMENT	Aug 15-16	Islamabad	24,000	TRAIN YOUR MIND: THINK POSITIVELY	Nov 28-29	Karachi	
	Oct 24-25	Karachi			Aug 10-11	Karachi	
	Dec 01-02	Lahore			Nov 07-08	Lahore	
WORKSHOP ON STRATEGIC PLANNING	Sep 26-27	Islamabad	22,000	<b>SUPPLY CHAIN, OPERATIONS AND QUALITY MANAGEMENT</b>			
<b>MARKETING AND SALES MANAGEMENT</b>				CERTIFIED LEAN SIX SIGMA GREEN BELT	Aug 22-26	Karachi	45,000
COMPETITIVE INTELLIGENCE	Sep-07	Islamabad	17,000		Oct 31-Nov 04	Islamabad	
THE ART OF MARKETING	Nov 24-25	Islamabad	22,000	EFFECTIVE PURCHASE MANAGEMENT	Aug 15-16	Karachi	
<b>PROJECT MANAGEMENT</b>					Oct 24-25	Lahore	
AGILE PROJECT MANAGEMENT WITH SCRUM	Jul 18-19	Karachi	22,000		INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001 (NEW)	Dec 05-06	Islamabad
	Aug 15-16	Lahore		Aug 17-18		Lahore	29,000
	Nov 30-Dec 01	Islamabad		Oct 26-28		Islamabad	
CONTRACT MANAGEMENT	Aug 01-02	Islamabad	22,000	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Aug 17-18	Lahore	22,000
	Oct 26-27	Lahore			INVENTORY MANAGEMENT AND WAREHOUSING	Aug 08-09	
	Nov 28-29	Karachi		Sep 12-13		Lahore	22,000
MANAGING MULTIPLE PROJECTS	Jul 20-21	Lahore	22,000	MAINTENANCE MANAGEMENT WITH TPM	Sep 26-27	Lahore	22,000
	Nov 21-22	Karachi			Nov 28-29	Karachi	
	Dec 15-16	Lahore		PRODUCTION OPERATIONS MANAGEMENT	Jul 25-27	Karachi	29,000
Jul 04-05	Karachi	Aug 29-31	Islamabad				
Aug 25-26	Islamabad	Nov 21-23	Lahore				
PLANNING AND SCHEDULING WITH PRIMAVERA P6 V18.8	Aug 03-04	Lahore	22,000	QUALITY ASSURANCE AND MANAGEMENT	Jul 04-06	Islamabad	29,000
	Oct 19-20	Islamabad			Nov 28-30	Lahore	
PROJECT MONITORING, EVALUATION AND CONTROL	Aug 22-23	Karachi	22,000	SUPPLY CHAIN MANAGEMENT	Oct 17-18	Lahore	22,000
	Nov 03-04	Islamabad			Nov 14-15	Karachi	
	Dec 01-02	Lahore			Dec 12-13	Islamabad	
WORKSHOP ON PROJECT MANAGEMENT	Aug 01-03	Karachi	35,000	<b>RISK MANAGEMENT</b>			
	Oct 05-07	Islamabad		ENTERPRISE RISK MANAGEMENT	Aug 01-02	Karachi	22,000
	Oct 24-26	Lahore			Oct 24-25	Islamabad	
<b>SAFETY AND SECURITY</b>							
BEHAVIOUR BASED SAFETY	Aug 31-Sep 01	Lahore	22,000				



## OTHER OFFERINGS OF PIM

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## FOR DETAILS AND REGISTRATION

### Karachi Head Office

Management House, Adjacent to Park Towers, Shahrah-e-Iran, Clifton, Karachi-75600.  
EPABX: (+9221) 9925 1711-14 Voice Dir: (+9221) 9925 1718, 99251680 Fax: (+9221) 9925 1715-16  
E-Mail: [program@pim.com.pk](mailto:program@pim.com.pk), [pimmarketing@pim.com.pk](mailto:pimmarketing@pim.com.pk)

### Lahore Branch Office

Management House, 70-B/2, Gulberg-III, Lahore-54760.  
EPABX: (+9242) 9926 3133-35  
Voice Dir: (+9242) 9926 3137  
Fax: (+9242) 9926 3138  
E-mail: [pimlhe@pim.com.pk](mailto:pimlhe@pim.com.pk), [hamza@pim.com.pk](mailto:hamza@pim.com.pk)

### Islamabad Branch Office

Room # 141, IIU, Faisal Masjid Campus,  
Faisal Avenue, Islamabad-44000.  
EPABX: (+9251) 926 0003-4  
Fax: (+9251) 926 0005  
E-mail: [pimisb@pim.com.pk](mailto:pimisb@pim.com.pk), [pimislamabad@gmail.com](mailto:pimislamabad@gmail.com)