

MANAGEMENT TRAINING & DEVELOPMENT PROGRAM

JULY TO DECEMBER 2021



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



PAKISTAN INSTITUTE OF MANAGEMENT

LEARNING AND DEVELOPMENT CALENDAR

(JULY to DECEMBER 2021)

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 2021.

KARACHI							
DATE	COURSE TITLE	FACILITATOR	FEE (Rs)	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
Jul 05	INNOVATIVE LEADERSHIP	M. Syed Ul Haque	17,000	Nov 16	THE EFFECTIVE BOARD SECRETARY (NEW)	Nausheen Ahmad	23,000
Jul 05-09	CERTIFIED LEAN SIX SIGMA GREEN BELT	Muhammad Ovais	39,000	Nov 22-23	5S HOUSE KEEPING AND KAIZEN	Abid Hussain Sabri	22,000
Jul 12-13	CREATING ORGANIZATIONAL EXCELLENCE	M. Syed Ul Haque	22,000	Nov 22-23	STRATEGIC MANAGEMENT	M. Syed Ul Haque	24,000
Jul 26-27	HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Abid Hussain Sabri	22,000	Nov 22-23	CUSTOMER SERVICE EXCELLENCE	Adeel Zeerak	22,000
Jul 26-28	TAXATION LAWS OF PAKISTAN	M. Abid	29,000	Nov 22-24	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	27,000
Aug 02-03	BUILDING BEAUTIFUL MIND	Naseer Aziz	22,000	Nov 22-24	SUPPLY CHAIN MANAGEMENT (HALF DAY)	Aslam Soni	22,000
Aug 02-03	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000	Nov 29-Dec 1	ADVANCED MS EXCEL	Aleem Habib	22,000
Aug 02-03	UNDERSTANDING PPRA RULES	Adeel Zeerak	22,000	Nov 29-30	CONTRACT MANAGEMENT	Adeel Zeerak	24,000
Aug 02-04	WORKSHOP ON STRATEGIC PLANNING	M. Syed Ul Haque	29,000	Nov 29-30	PERFORMANCE NEUROLOGY: SUCCESS WITH MIND POWER	Muhammad Ovais	22,000
Aug 05-06	LEADING AND MANAGING CHANGE	Uroosa Meraj	22,000	Dec 06-08	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000
Aug 09-10	EFFECTIVE STRATEGY EXECUTION THROUGH SaaS PLATFORM DESIGN AND IMPLEMENTATION (NEW)	Syed Moinuddin	24,000	Dec 06-08	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	29,000
Aug 09-10	FIELD SALES MANAGEMENT (NEW)	Zulfiqar Qureshi	22,000	Dec 13-14	HANDLING DIFFICULT PEOPLE	Muhammad Ovais	22,000
Aug 09-10	TOTAL PRODUCTIVE MAINTENANCE	Muhammad Ovais	22,000	Dec 13-14	PROJECT MONITORING, EVALUATION AND CONTROL	Laiq Ur Rahman	22,000
Aug 23-24	AGILE PROJECT MANAGEMENT WITH SCRUM	Aleem Habib	22,000	Dec 13-15	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Muneer Ahmed	29,000
Aug 23-24	HR ANALYTICS	Shehla Yasmeen	22,000	Dec 13-15	BASICS OF BUSINESS ENGLISH	Ruqaiya Fakhri	24,000
Aug 23-24	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	M. Syed Ul Haque	24,000	Dec 20-21	COST BUDGETING AND CONTROL	M. Syed Ul Haque	24,000
Aug 30-31	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	22,000	Dec 20-22	PRINCIPLES OF GOOD MANAGEMENT (HALF DAY)	Aleem Habib	22,000
Aug 30-Sep 1	DEVELOPMENT COURSE FOR SUPERVISORS (HALF DAY)	Aleem Habib	18,000	Dec 20-24	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	29,000
Aug 30-Sep 1	MIND OPENERS FOR MANAGERS	Haseeb T. Hassan	34,000	Dec 27-28	FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE (NEW)	Amir Nouman	24,000
Aug 30-Sep 3	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	39,000	Dec 27-29	HUMAN RESOURCE MANAGEMENT	Asmat Batool	29,000
Aug 06-07	EFFECTIVE PURCHASE MANAGEMENT	Adeel Zeerak	22,000	LAHORE			
Sep 06-07	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Abid Hussain Sabri	22,000	Jul 05-07	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001 (NEW)	Abid Hussain Sabri	29,000
Sep 06-08	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Ruqaiya Fakhri	24,000	Jul 05-07	PRINCIPLES OF GOOD MANAGEMENT (HALF DAY)	Muhammad Rizwan	22,000
Sep 13-14	GENDER SENSITIZATION	Zaufyshaan Haseeb	22,000	Jul 12-13	DEVELOPMENT COURSE FOR MANAGERS	Abid Hussain Sabri	22,000
Sep 13-14	TRAIN YOUR MIND: THINK POSITIVELY	Muhammad Rizwan	22,000	Jul 12-13	WASTE MANAGEMENT: COLLECTION AND DISPOSAL STRATEGY	Zafar Masood	22,000
Sep 13-15	DATA ANALYSIS TECHNIQUE FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000	Jul 14-16	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Muneer Ahmed	29,000
Sep 20-21	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	22,000	Jul 15-16	HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	Laiq Ur Rahman	22,000
Sep 20-21	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	22,000	Jul 26-27	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	22,000
Sep 20-22	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000	Jul 26-28	COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000
Sep 20-22	INVENTORY MANAGEMENT AND WAREHOUSING	Aslam Soni	29,000	Jul 29-30	GENDER SENSITIZATION	Zaufyshaan Haseeb	22,000
Sep 20-22	PRODUCTION OPERATIONS MANAGEMENT	Adeel Zeerak	29,000	Aug 02-03	DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	Faisal Iqbal	22,000
Sep 20-22	SECURITY AND DISASTER MANAGEMENT	Muhammad Ovais	29,000	Aug 02-03	MIND OPENERS FOR MANAGERS	Haseeb T. Hassan	34,000
Oct 04-05	ASSERTIVENESS SKILLS	Asmat Batool	22,000	Aug 02-04	SUPPLY CHAIN MANAGEMENT (HALF DAY)	Aslam Soni	22,000
Oct 04-05	HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	Laiq Ur Rahman	22,000	Aug 09-10	TRAIN YOUR MIND: THINK POSITIVELY	Muhammad Rizwan	22,000
Oct 04-05	MANAGING WITH AUTHORITY AND INFLUENCE (HALF DAY)	Adeel Zeerak	15,000	Aug 09-11	DATA ANALYSIS TECHNIQUE FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000
Oct 04-05	STRESS MANAGEMENT	Muhammad Ovais	22,000	Aug 09-11	DEVELOPING ORGANIZATIONAL POLICIES & PROCEDURES	Shehla Yasmeen	29,000
Oct 04-06	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	29,000	Aug 09-11	QUALITY ASSURANCE AND MANAGEMENT	Abid Hussain Sabri	29,000
Oct 04-06	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aslam Soni	29,000	Aug 23-26	COMMUNICATION MANNERISM: THE ART OF TECHNICAL WRITING (HALF DAY)	Muhammad Rizwan	22,000
Oct 11-12	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	22,000	Aug 26-27	SKILLS IN SUPERVISION	Laiq Ur Rahman	22,000
Oct 11-12	STRATEGY IMPLEMENTATION	M. Syed Ul Haque	24,000	Aug 30-31	EFFECTIVE HR BUSINESS PARTNERING SKILLS	Uroosa Meraj	24,000
Oct 11-12	SKILLS IN ADMINISTRATION	Aleem Habib	18,000	Aug 30-31	STRESS MANAGEMENT	Muhammad Ovais	22,000
Oct 11-13	MODERN SECRETARIAL PRACTICES	Ruqaiya Fakhri	24,000	Sep 06-07	CONFLICT MANAGEMENT	Shehla Yasmeen	22,000
Oct 13-14	DEVELOPMENT COURSE FOR MANAGERS	Abid Hussain Sabri	22,000	Sep 06-08	MODERN SECRETARIAL PRACTICES	Asmat Batool	24,000
Oct 21	COMPETITIVE INTELLIGENCE (CI)	M. Syed Ul Haque	17,000	Sep 06-07	STRATEGIC MANAGEMENT	M. Syed Ul Haque	24,000
Oct 25-26	CONFLICT MANAGEMENT	Abid Hussain Sabri	22,000	Sep 06-08	EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Aslam Soni	22,000
Oct 25-26	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	22,000	Sep 06-08	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	27,000
Oct 25-27	ADVANCED MS OFFICE	Aleem Habib	22,000	Sep 08-09	PERFORMANCE BASED MANAGEMENT	Muhammad Rizwan	22,000
Oct 25-27	EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Aslam Soni	22,000	Sep 13-14	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000
Nov 01-02	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	22,000	Sep 13-14	NEGOTIATION SKILLS	Aslam Soni	24,000
Nov 01-02	MS PROJECT (NEW)	Aleem Habib	22,000	Sep 13-14	UNDERSTANDING PPRA RULES	Adeel Zeerak	22,000
Nov 01-03	COST & MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000	Sep 13-14	BEHAVIOUR BASED SAFETY	Muhammad Ovais	22,000
Nov 01-03	QUALITY ASSURANCE AND MANAGEMENT	Abid Hussain Sabri	29,000	Sep 15-16	CUSTOMER SERVICE EXCELLENCE	Adeel Zeerak	22,000
Nov 08-09	EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Shehla Yasmeen	22,000	Sep 15-16	DESIGN THINKING FOR INNOVATION	Muhammad Ovais	22,000
Nov 08-09	NEGOTIATION SKILLS	Aslam Soni	24,000	Sep 16-17	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Muhammad Rizwan	22,000
Nov 08-10	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	29,000	Sep 20-21	BUILDING BEAUTIFUL MIND	Naseer Aziz	22,000
Nov 15	RIGHT FIRST TIME (NEW)	Wali Zahid	21,000	Sep 20-22	HUMAN RESOURCE MANAGEMENT	Asmat Batool	29,000
Nov 15-16	TELEPHONE ETIQUETTE (NEW)	Asiyeh Kashany	18,000	Sep 22	THE EFFECTIVE BOARD SECRETARY (NEW)	Nausheen Ahmad	23,000
Nov 15-17	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001 (NEW)	Abid Hussain Sabri	29,000				

PAKISTAN INSTITUTE OF MANAGEMENT

LEARNING AND DEVELOPMENT CALENDAR

(JULY to DECEMBER 2021)

LAHORE				ISLAMABAD			
DATE	COURSE TITLE	FACILITATOR	FEE (Rs)	DATE	COURSE TITLE	FACILITATOR	FEE (Rs)
Oct 04-05	HR ANALYTICS	Shehla Yasmeen	22,000	Aug 09-11	ADVANCED MS OFFICE	Aleem Habib	22,000
Oct 04-05	INTERNAL AUDITING FOR INTEGRATED MANAGEMENT	Abid Hussain Sabri	22,000	Aug 09-11	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aslam Soni	29,000
Oct 04-05	LEADER AS A COACH	Haseeb T. Hassan	35,000	Aug 23-25	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	29,000
Oct 04-06	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000	Aug 23-25	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001 (NEW)	Abid Hussain Sabri	29,000
Oct 06-07	FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE	Faisal Iqbal	22,000	Aug 23-27	CERTIFIED LEAN SIX SIGMA GREEN BELT	Muhammad Ovais	39,000
Oct 11-12	CONTRACT MANAGEMENT	Adeel Zeerak	24,000	Aug 30-31	CIVIL SERVANT (APPOINTMENT, PROMOTION AND TRANSFER)	Muneer Ahmed	24,000
Oct 11-13	IMPROVING PERSONAL EFFECTIVENESS	Khalid Hussain	29,000	Aug 30-Sep 1	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	29,000
Oct 11-15	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	39,000	Aug 30-Sep 1	PRINCIPLES OF GOOD MANAGEMENT (HALF DAY)	M. Rizwan	22,000
Oct 20-21	PLANNING AND SCHEDULING WITH PRIMAVERA P6 V18.8	Aleem Habib	24,000	Sep 06-07	COMBATING MONEY-LAUNDERING AND CRIMINAL FINANCING TERRORISM (NEW)	Malik Dilawar	25,000
Oct 25-26	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	22,000	Sep 08-09	OFFICE RECORD MANAGEMENT	Asad Farooque	22,000
Oct 27-28	TOTAL PRODUCTIVE MAINTENANCE	Muhammad Ovais	22,000	Sep 09-10	HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	Laiq Ur Rahman	22,000
Nov 01-02	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTH	Shehla Yasmeen	22,000	Sep 13-14	5S HOUSE KEEPING AND KAIZEN	Abid Hussain Sabri	22,000
Nov 01-05	CERTIFIED LEAN SIX SIGMA GREEN BELT	Muhammad Ovais	39,000	Sep 13-14	HANDLING DIFFICULT PEOPLE	Asmat Batool	22,000
Nov 04-05	PROJECT MONITORING, EVALUATION AND CONTROL	Laiq Ur Rahman	22,000	Sep 16-17	PROJECT MONITORING, EVALUATION AND CONTROL	Laiq Ur Rahman	22,000
Nov 08-09	ASSERTIVENESS SKILLS	Asmat Batool	22,000	Sep 16-17	WASTE MANAGEMENT: COLLECTION AND DISPOSAL STRATEGY	Zafar Masood	22,000
Nov 08-09	MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	M. Syed Ul Haque	24,000	Sep 22-23	TALENT MANAGEMENT	Shehla Yasmeen	22,000
Nov 08-09	MANAGING WITH AUTHORITY AND INFLUENCE (HALF DAY)	Adeel Zeerak	15,000	Sep 23-24	INTERNAL CONTROL AND INTERNAL AUDIT IN MFI's	Malik Dilawar	22,000
Nov 10-12	PRODUCTION OPERATIONS MANAGEMENT	Adeel Zeerak	29,000	Oct 04-06	ADVANCED MS EXCEL	Aleem Habib	22,000
Nov 15-16	PROCEDURES OF CONDUCTING EMPLOYEE INQUIRIES	Shehla Yasmeen	22,000	Oct 07-08	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS (NEW)	Aleem Habib	22,000
Nov 15-17	ADVANCED MS OFFICE	Rafay Ghouri	22,000	Oct 11-13	SUPPLY CHAIN MANAGEMENT (HALF DAY)	Aslam Soni	22,000
Nov 15-19	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	29,000	Oct 11-13	ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Muneer Ahmed	29,000
Nov 22-24	DEVELOPMENT COURSE FOR SUPERVISOR (HALF DAY)	Aleem Habib	18,000	Oct 25-27	DEVELOPING ORGANIZATIONAL POLICIES & PROCEDURES	Shehla Yasmeen	29,000
Nov 25-26	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	22,000	Oct 25-27	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000
Nov 29-30	HANDLING DIFFICULT PEOPLE	Asmat Batool	22,000	Oct 27-28	PROJECT APPRAISAL: PROCESS AND TECHNIQUES	Malik Dilawar	24,000
Nov 29-30	LEADING AND MANAGING CHANGE	Uroosa Meraj	22,000	Nov 01-02	PERFORMANCE MANAGEMENT SYSTEM AND APPRAISAL TECHNIQUES	Main Tariq Mehmood	22,000
Nov 29-Dec 1	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	M. Syed Ul Haque	29,000	Nov 01-03	TAXATION LAWS OF PAKISTAN	M. Abid	29,000
Nov 29-Dec 1	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	29,000	Nov 08-09	SKILLS IN ADMINISTRATION	Aleem Habib	18,000
Dec 01-02	INTERNAL FINANCIAL AUDITING AND RISK MANAGEMENT	Asim Nazir	22,000	Nov 08-09	MIND OPENERS FOR MANAGERS	Haseeb T. Hassan	34,000
Dec 06-07	EFFECTIVE PURCHASE MANAGEMENT	Adeel Zeerak	22,000	Nov 08-09	POSITIVE WORK ATTITUDES AND BEHAVIOURS (NEW)	Muhammad Ovais	22,000
Dec 06-07	SKILLS IN ADMINISTRATION	Aleem Habib	18,000	Nov 10-11	ACCIDENT INVESTIGATION AND REPORTING	Muhammad Ovais	22,000
Dec 08-09	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	22,000	Nov 10-11	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Aleem Habib	22,000
Dec 13-14	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	22,000	Nov 15-16	STRESS MANAGEMENT	Asmat Batool	22,000
Dec 13-15	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	24,000	Nov 15-16	THE ART OF MARKETING (NEW)	Khalid Hussain	22,000
Dec 13-14	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	22,000	Nov 15-16	UNDERSTANDING PPRA RULES	Adeel Zeerak	22,000
Dec 13-15	INVENTORY MANAGEMENT AND WAREHOUSING	Aslam Soni	29,000	Nov 15-17	INVENTORY MANAGEMENT AND WAREHOUSING	Aslam Soni	29,000
Dec 20-22	ADVANCED MS EXCEL	Rafay Ghouri	22,000	Nov 17-19	DATA ANALYSIS TECHNIQUE FOR EFFECTIVE DECISION MAKING	Khalid Hussain	29,000
Dec 20-22	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aslam Soni	29,000	Nov 22-23	DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	Faisal Iqbal	22,000
Dec 27-28	5S HOUSE KEEPING AND KAIZEN	Abid Hussain Sabri	22,000	Nov 22-23	EFFECTIVE PRESENTATION SKILLS	Asmat Batool	22,000
Dec 27-28	ORGANIZING STRATEGIES: TRAINING YOUR BRAIN FOR BIGGER AND BETTER IDEAS	Haseeb T. Hassan	35,000	Nov 22-23	HR ANALYTICS	Shehla Yasmeen	22,000
Dec 27-29	TRAINING TECHNIQUES FOR TRAINERS	Khalid Hussain	29,000	Nov 24-25	FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE	Faisal Iqbal	22,000
Dec 30-31	MANAGING MULTIPLE PROJECTS	Laiq Ur Rahman	24,000	Nov 29-Dec 1	EFFECTIVE COMMUNICATION SKILLS (HALF DAY)	Aslam Soni	22,000
ISLAMABAD				Nov 29-30	CIVIL SERVANTS EFFICIENCY & DISCIPLINE RULES 2020 (NEW)	Munir Ahmed	24,000
Jul 05-07	MODERN SECRETARIAL PRACTICES	Asmat Batool	24,000	Dec 02-03	HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Khalid Hussain	22,000
Jul 07-08	FIELD SALES MANAGEMENT (NEW)	Zulfiqar Qureshi	22,000	Dec 06-07	TRAIN YOUR MIND: THINK POSITIVELY	Muhammad Rizwan	22,000
Jul 08-09	WORKPLACE HEALTH AND SAFETY	Main Tariq Mehmood	22,000	Dec 08-09	CONFLICT MANAGEMENT	Abid Hussain Sabri	22,000
Jul 12-13	DEVELOPING MANAGERIAL COMPETENCIES	Khalid Hussain	22,000	Dec 09-10	MS PROJECT P6 PRIMAVERA (NEW)	Asad Naveed	22,000
Jul 12-14	HUMAN RESOURCE MANAGEMENT	Asmat Batool	29,000	Dec 13-14	HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Abid Hussain Sabri	22,000
Jul 12-16	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Muhammad Ovais	29,000	Dec 20-21	PROCEDURES OF CONDUCTING EMPLOYEE INQUIRIES	Shehla Yasmeen	22,000
Jul 26-27	ASSERTIVENESS SKILLS	Asmat Batool	22,000	Dec 20-22	SKILLS IN GOAL SETTING AND WORK PLANNING	Khalid Hussain	27,000
Jul 26-27	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Shehla Yasmeen	22,000	Dec 23-24	BUILDING BEAUTIFUL MIND	Naseer Aziz	22,000
Jul 26-27	NEGOTIATION SKILLS	Aslam Soni	24,000	Dec 23-24	ENHANCING LEADERSHIP SKILLS	Laiq Ur Rahman	22,000
Jul 28-29	DESIGN THINKING FOR INNOVATION	Muhammad Ovais	22,000	Dec 27-28	CONTRACT MANAGEMENT	Adeel Zeerak	24,000
Aug 02-04	EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Asmat Batool	24,000	Dec 27-28	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aleem Habib	22,000
Aug 02-04	PROBLEM SOLVING AND DECISION MAKING SKILLS	Khalid Hussain	29,000	Dec 29-30	AGILE PROJECT MANAGEMENT WITH SCRUM	Asad Naveed	22,000
Aug 02-06	WORKSHOP ON PROJECT MANAGEMENT	Laiq Ur Rahman	39,000				
Aug 09-11	FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	M. Syed Ul Haque	29,000				

- Course timings: 9:30 am to 4:30 pm (Full Day) 9:30 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.
- Both Classroom and Online training options are available.
- Training may also take place online, in case of government restrictions.

PAKISTAN INSTITUTE OF MANAGEMENT

CATEGORY Wise COURSES

(JULY to DECEMBER 2021)

COMMUNICATION	DATE	CITY	FEE (Rs)	GENERAL MANAGEMENT	DATE	CITY	FEE (Rs)
BASICS OF BUSINESS ENGLISH	Dec 13-15	Karachi	24,000	EFFECTIVE SUPERVISORY MANAGEMENT (NEW)	Oct 07-08	Islamabad	22,000
COMMUNICATION MANNERISM: THE ART OF TECHNICAL WRITING (Half Day)	Aug 23-26	Lahore	22,000	OFFICE RECORD MANAGEMENT	Sep 08-09	Islamabad	22,000
	Sep 06-08	Lahore	22,000	LEADING AND MANAGING CHANGE	Aug 05-06 Nov 29-30	Karachi Lahore	22,000
EFFECTIVE COMMUNICATION SKILLS (Half Day)	Oct 25-27 Nov 29-Dec 1	Karachi Islamabad		MIND OPENERS FOR MANAGERS	Aug 02-03 Aug 30-Sep 1 Nov 08-09	Lahore Karachi Islamabad	34,000
	Aug 02-04 Sep 06-08 Dec 13-15	Islamabad Karachi Lahore	24,000	MODERN SECRETARIAL PRACTICES	Jul 05-07 Sep 06-08 Oct 11-13	Islamabad Lahore Karachi	24,000
EFFECTIVE LETTERS, REPORTS AND PRESENTATIONS	Aug 30-31 Oct 25-26 Nov 22-23	Karachi Lahore Islamabad	22,000	PRINCIPLES OF GOOD MANAGEMENT (Half Day)	Jul 05-07 Aug 30-Sep 1 Dec 20-22	Lahore Islamabad Karachi	22,000
TELEPHONE ETIQUETTE (NEW)	Nov 15-16	Karachi	18,000	PERFORMANCE BASED MANAGEMENT	Sep 08-09	Lahore	22,000
FINANCE AND AUDITING				RIGHT FIRST TIME (NEW)	Nov 15	Karachi	21,000
				COST BUDGETING AND CONTROL	Dec 20-21	Karachi	24,000
COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Jul 26-28 Nov 01-03	Lahore Karachi	29,000	SKILLS IN GOAL SETTING AND WORK PLANNING	Sep 06-08 Nov 22-24 Dec 20-22	Lahore Karachi Islamabad	27,000
COMBATING MONEY-LAUNDERING AND CRIMINAL FINANCING TERRORISM (NEW)	Sep 06-07	Islamabad	25,000	SKILLS IN SUPERVISION	Aug 26-27	Lahore	22,000
FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	Sep 20-22 Oct 25-27 Nov 29-Dec 1	Karachi Islamabad Lahore	29,000	TEAMWORK: GETTING PEOPLE TO WORK TOGETHER	Aug 09-11 Oct 04-06 Dec 20-22	Islamabad Karachi Lahore	29,000
FINANCIAL ANALYSIS: CONCEPTS AND TECHNIQUES	Aug 09-11 Oct 04-06 Dec 06-08	Islamabad Lahore Karachi	29,000	HUMAN RESOURCE MANAGEMENT			
FRAUD EXAMINATION, RISK MANAGEMENT AND GOVERNANCE (NEW)	Dec 27-28	Karachi	24,000	DEVELOPING EMPLOYEE PERFORMANCE MEASUREMENT AND KPI SYSTEM	Jul 26-27 Oct 11-12 Dec 13-14	Islamabad Karachi Lahore	22,000
FUNDAMENTALS OF ISLAMIC BANKING AND FINANCE	Oct 06-07 Nov 24-25	Lahore Islamabad	22,000	EMPLOYEE ENGAGEMENT: BEYOND SATISFACTION	Nov 08-09	Karachi	22,000
INTERNAL FINANCIAL AUDITING AND RISK MANAGEMENT	Dec 01-02	Lahore	22,000	DEVELOPING ORGANIZATIONAL POLICIES AND PROCEDURES	Aug 09-11 Oct 25-27	Lahore Islamabad	29,000
INTERNAL CONTROL AND INTERNAL AUDIT IN MFI's	Sep 23-24	Islamabad	22,000	EFFECTIVE HR BUSINESS PARTNERING SKILLS	Aug 30-31	Lahore	24,000
GENERAL MANAGEMENT				DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	Aug 09-11 Sep 13-15 Nov 17-19	Lahore Karachi Islamabad	29,000
DESIGN THINKING FOR INNOVATION	Jul 28-29 Sep 15-16	Islamabad Lahore	22,000	HUMAN RESOURCE MANAGEMENT	Jul 12-14 Sep 20-22 Dec 27-29	Islamabad Lahore Karachi	29,000
DEVELOPING MANAGERIAL COMPETENCIES	Jul 12-13 Nov 01-02 Dec 13-14	Islamabad Karachi Lahore	22,000	PERFORMANCE MANAGEMENT SYSTEM AND APPRAISAL TECHNIQUES	Nov 01-02	Islamabad	22,000
DEVELOPMENT COURSE FOR SUPERVISORS (Half Day)	Aug 30-Sep 1 Nov 22-24	Karachi Lahore	18,000	TALENT MANAGEMENT	Sep 22-23	Islamabad	22,000
EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	Sep 16-17	Lahore	22,000	MANAGING THE LEARNING AND DEVELOPMENT FUNCTION: FROM TNA TO ROTI	Nov 01-02	Lahore	22,000
GENDER SENSITIZATION	Jul 29-30 Sep 13-14	Lahore Karachi	22,000	PROCEDURES OF CONDUCTING EMPLOYEE INQUIRIES	Nov 15-16 Dec 20-21	Lahore Islamabad	22,000
HOW TO DEVELOP AND IMPLEMENT NEW INITIATIVES	Jul 15-16 Sep 09-10 Oct 04-05	Lahore Islamabad Karachi	22,000	TRAINING TECHNIQUES FOR TRAINERS	Aug 30-Sep 1 Nov 08-10 Dec 27-29	Islamabad Karachi Lahore	29,000
MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	Jul 12-16 Nov 15-19 Dec 20-24	Islamabad Lahore Karachi	29,000	INFORMATION TECHNOLOGY			
MANAGING WITH AUTHORITY AND INFLUENCE (Half Day)	Oct 04-05 Nov 08-09	Karachi Lahore	15,000	ADVANCED MS OFFICE	Aug 09-11 Oct 25-27 Nov 15-17	Islamabad Karachi Lahore	22,000
PROBLEM SOLVING AND DECISION MAKING SKILLS	Aug 02-04 Oct 04-06 Nov 29-Dec 1	Islamabad Karachi Lahore	29,000	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	Sep 20-21 Nov 10-11 Dec 08-09	Karachi Islamabad Lahore	22,000
DEVELOPMENT COURSE FOR MANAGERS	Jul 12-13 Oct 13-14	Lahore Karachi	22,000	DASHBOARD REPORTING AND ADVANCED DATA ANALYSIS WITH MS EXCEL	Aug 02-03 Sep 13-14 Dec 27-28	Karachi Lahore Islamabad	22,000
HOW TO IMPROVE MORALE, MOTIVATION AND COMMITMENT	Jul 26-27 Dec 13-14	Karachi Islamabad	22,000	ADVANCED MS EXCEL	Oct 04-06 Nov 29-Dec 1 Dec 20-22	Islamabad Karachi Lahore	22,000
HOW DO EFFECTIVE MANAGERS ORGANIZE THEMSELVES	Jul 26-27 Oct 25-26 Dec 02-03	Lahore Karachi Islamabad	22,000				

PAKISTAN INSTITUTE OF MANAGEMENT

CATEGORY Wise COURSES

(JULY to DECEMBER 2021)

LAWS AND TAXATION	DATE	CITY	FEE (Rs)	SOFT SKILLS	DATE	CITY	FEE (Rs)
TAXATION LAWS OF PAKISTAN	Jul 26-28 Nov 01-03	Karachi Islamabad	29,000	ASSERTIVENESS SKILLS	Jul 26-27 Oct 04-05 Nov 08-09	Islamabad Karachi Lahore	22,000
THE EFFECTIVE BOARD SECRETARY (NEW)	Sep 22 Nov 16	Lahore Karachi	23,000	BUILDING BEAUTIFUL MIND	Aug 02-03 Sep 20-21 Dec 23-24	Karachi Lahore Islamabad	22,000
UNDERSTANDING PPRA RULES	Aug 02-03 Sep 13-14 Nov 15-16	Karachi Lahore Islamabad	22,000	CONFLICT MANAGEMENT	Sep 06-07 Oct 25-26 Dec 08-09	Lahore Karachi Islamabad	22,000
CIVIL SERVANTS EFFICIENCY AND DISCIPLINE RULES 2020 (NEW)	Nov 29-30	Islamabad	24,000	HANDLING DIFFICULT PEOPLE	Sep 13-14 Nov 29-30 Dec 13-14	Islamabad Lahore Karachi	22,000
ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS	Jul 14-16 Oct 11-13 Dec 13-15	Lahore Islamabad Karachi	29,000	IMPROVING PERSONAL EFFECTIVENESS	Aug 23-25 Oct 11-13 Dec 06-08	Islamabad Lahore Karachi	29,000
CIVIL SERVANTS (APPOINTMENT, PROMOTION AND TRANSFER) RULES 1973	Aug 30-31	Islamabad	24,000	NEGOTIATION SKILLS	Jul 26-27 Sep 13-14 Nov 08-09	Islamabad Lahore Karachi	24,000
LEADERSHIP AND STRATEGIC MANAGEMENT				ORGANIZING STRATEGIES: TRAINING YOUR BRAIN FOR BIGGER AND BETTER IDEAS	Dec 27-28	Lahore	35,000
CREATING ORGANIZATIONAL EXCELLENCE	Jul 12-13	Karachi	22,000	PERFORMANCE NEUROLOGY: SUCCESS WITH MIND POWER	Nov 29-30	Karachi	22,000
DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS	Aug 02-03 Nov 22-23	Lahore Islamabad	22,000	STRESS MANAGEMENT	Aug 30-31 Oct 04-05 Nov 15-16	Lahore Karachi Islamabad	22,000
ENHANCING LEADERSHIP SKILLS	Sep 20-21 Nov 25-26 Dec 23-24	Karachi Lahore Islamabad	22,000	POSITIVE WORK ATTITUDES AND BEHAVIOURS (NEW)	Nov 08-09 Aug 09-10 Sep 13-14 Dec 06-07	Islamabad Lahore Karachi Islamabad	22,000
EFFECTIVE STRATEGY EXECUTION THROUGH SaaS PLATFORM DESIGN AND IMPLEMENTATION (NEW)	Aug 09-10	Karachi	24,000	TRAIN YOUR MIND: THINK POSITIVELY			
LEADER AS A COACH	Oct 04-05	Lahore	35,000	SUPPLY CHAIN, OPERATIONS AND QUALITY MANAGEMENT			
MANAGERIAL TRANSITION: FROM OPERATIONAL MANAGER TO STRATEGIC THINKER	Aug 23-24 Nov 08-09	Karachi Lahore	24,000	5S HOUSE KEEPING AND KAIZEN	Sep 13-14 Nov 22-23 Dec 27-28	Islamabad Karachi Lahore	22,000
STRATEGY IMPLEMENTATION	Oct 11-12	Karachi	24,000	TOTAL PRODUCTIVE MAINTENANCE (TPM)	Aug 09-10 Oct 27-28	Karachi Lahore	22,000
WORKSHOP ON STRATEGIC PLANNING	Aug 02-04	Karachi	29,000	CERTIFIED LEAN SIX SIGMA GREEN BELT	Jul 05-09 Aug 23-27 Nov 01-05	Karachi Islamabad Lahore	39,000
INNOVATIVE LEADERSHIP	Jul 05	Karachi	17,000	EFFECTIVE PURCHASE MANAGEMENT	Sep 06-07 Dec 06-07	Karachi Lahore	22,000
STRATEGIC MANAGEMENT	Sep 06-07 Nov 22-23	Lahore Karachi	24,000	INTEGRATED HSE MANAGEMENT SYSTEMS: ISO 14001 AND 45001 (NEW)	Jul 05-07 Aug 23-25 Nov 15-17	Lahore Islamabad Karachi	29,000
MARKETING AND SALES MANAGEMENT				INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS	Sep 06-07 Oct 04-05	Karachi Lahore	22,000
CUSTOMER SERVICE EXCELLENCE	Sep 15-16 Nov 22-23	Lahore Karachi	22,000	INVENTORY MANAGEMENT AND WAREHOUSING	Sep 20-22 Nov 15-17 Dec 13-15	Karachi Islamabad Lahore	29,000
COMPETITIVE INTELLIGENCE	Oct 21	Karachi	17,000	PRODUCTION OPERATIONS MANAGEMENT	Sep 20-22 Nov 10-12	Karachi Lahore	29,000
THE ART OF MARKETING (NEW)	Nov 15-16	Islamabad	22,000	QUALITY ASSURANCE AND MANAGEMENT	Aug 09-11 Nov 01-03	Lahore Karachi	29,000
FIELD SALES MANAGEMENT (NEW)	Jul 07-08 Aug 09-10	Islamabad Karachi	22,000	SUPPLY CHAIN MANAGEMENT (Half Day)	Aug 02-04 Oct 11-13 Nov 22-24	Lahore Islamabad Karachi	22,000
PROJECT MANAGEMENT				WASTE MANAGEMENT: COLLECTION AND DISPOSAL STRATEGY	Jul 12-13 Sep 16-17	Lahore Islamabad	22,000
AGILE PROJECT MANAGEMENT WITH SCRUM	Aug 23-24 Dec 29-30	Karachi Islamabad	22,000				
CONTRACT MANAGEMENT	Oct 11-12 Nov 29-30 Dec 27-28	Lahore Karachi Islamabad	24,000				
PLANNING AND SCHEDULING WITH PRIMAVERA P6 V18.8	Oct 20-21	Lahore	24,000				
MANAGING MULTIPLE PROJECTS	Dec 30-31	Lahore	24,000				
PROJECT APPRAISAL: PROCESS AND TECHNIQUES	Oct 27-28	Islamabad	24,000				
MS PROJECT (NEW)	Nov 01-02	Karachi	22,000				
MS PROJECT P6 PRIMAVERA (NEW)	Dec 09-10	Islamabad	22,000				
PROJECT MONITORING, EVALUATION AND CONTROL	Sep 16-17 Nov 04-05 Dec 13-14	Islamabad Lahore Karachi	22,000				
WORKSHOP ON PROJECT MANAGEMENT	Aug 02-06 Aug 30-Sep 3 Oct 11-15	Islamabad Karachi Lahore	39,000				
SAFETY AND SECURITY							
ACCIDENT INVESTIGATION AND REPORTING	Nov 10-11	Islamabad	22,000				
BEHAVIOUR BASED SAFETY	Sep 13-14	Lahore	22,000				
SECURITY AND DISASTER MANAGEMENT	Sep 20-22	Karachi	29,000				
WORKPLACE HEALTH AND SAFETY	July 08-09	Islamabad	22,000				

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