

Management Course for Junior Executives

Apr 06 – 08, 2026

Venue: PIM, Karachi

Rs. 51,500/=

Feb 09 – 11, 2026

Venue: PIM, Islamabad.

Rs. 51,500/=

Note: The Fee is Exclusive of GST.

Building Bridges: Essential Interpersonal Skills for Workplace Success

Learning Objectives:

- Understand the importance of interpersonal skills in the workplace.
- Identify key elements of effective communication.
- Recognize the significance of active listening.
- Appreciate the value of teamwork and collaboration.
- Understand basic principles of professional etiquette.

Becoming a Great Team Member: A Foundational Session

Learning Objective:

By the end of this session, participants will be able to identify and apply key behaviors and attitudes that contribute to effective and positive teamwork.

- Understanding the key elements of being a valuable and effective team member.
- **Importance of Teamwork:** Why strong teamwork is crucial for organizational and individual's success.
- Defining a "Great" Team Member
- The Core Pillars of Great Teamwork
- Overcoming Challenges in Teamwork

Building Positive Relationships: An Introduction to Human Relations at Work

Learning Objective: By the end of this session, participants will be able to understand the fundamental principles of human relations and their importance in fostering a positive and productive work environment, and identify practical ways to build and maintain positive relationships with colleagues.

- The Impact of Positive Relationships
- Understanding Human Relations: Core Principles
- What are Human Relations? Define human relations as the art and science of understanding and interacting effectively with individuals and groups in the workplace

- Practical Skills for Building Positive Relationships
- Building Rapport: Discuss simple ways to build positive connections with colleagues

Mastering the Workplace: Essential Office Etiquette for Junior Executives

Learning Objective: By the end of this session, participants will be able to understand and apply fundamental office etiquette practices that contribute to a professional, respectful, and productive work environment.

- Why Office Etiquette Matters: Importance of Etiquette in your workplace
- Professional Communication: Verbal & Written
- Workplace Conduct & Respect
- Navigating Shared Spaces & Resources
- Building Positive Professional Relationships

Confidently Sharing Your Ideas: An Introduction to Presentation Skills

Learning Objective: By the end of this session, participants will understand the fundamental elements of effective presentations and gain practical tips to confidently share their ideas in a professional setting.

- Introduction: Why Presentation Skills Matter
- Importance of Presentation Skills
- The Three Pillars of Effective Presentations
- Crafting Your Message & Visuals

Delivering with Impact

FOR DETAILS AND REGISTRATION

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