

**GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
CABINET SECRETARIATE (AVIATION DIVISION)  
P. O. BOX NO. 1214, SECTOR-H-8/2, ISLAMABAD**

No.HQ-A2(1)/13/TRG-II / 2477


Islamabad, the

22  
Sept. 2016

**CIRCULAR**

- Subjects: -1. **PIM CALENDAR OF EVENTS – SEPT. 2016 TO OCT. 2016.**  
2. **SCHEDULE OF EVENING DIPLOMA & CERTIFICATION PROGRAMS.**  
3. **BI-MONTHLY MANAGEMENT OUTLOOK – JULY 2016.**

Kindly find enclosed herewith a copy and its enclosures of Pakistan Institute of Management (Ministry of Industries & Production) Clifton Karachi, letter No. SP-1127 dated 27<sup>th</sup> August 2016 on the above subjects for information and further necessary action please.

  
**(TARIQ NADEEM)**  
Dy. Chief Admin Officer

**DISTRIBUTIONS:**

1. Chief Met., Drought / R&D. Met. HQs. Office, Islamabad.
  2. Chief Met., FFD, Lahore / Karachi.
  3. Director, (RMC) Karachi / Lahore / Peshawar / Quetta / GB.
  4. Syed Zeeshan Haider, (Programmer). Please upload on PMD's Website.
- } Through PMD Website



# PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES AND PRODUCTION  
MANAGEMENT HOUSE, SHAHRAH IRAN, CLIFTON, KARACHI-75600  
Tel: (9221) 99251711-14 Fax: (9221) 99251715-16 E-Mail: [program@pim.com.pk](mailto:program@pim.com.pk)

August 27, 2016

SP-1127

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DIRECTOR GENERAL  
INSTITUTE OF METEOROLOGY & GEOPHYSICS  
PMD HEADQUARTERS OFFICE  
SECTOR H-8/2  
PITRAS BUKHARI ROAD  
ISLAMABAD

- 1- PIM CALENDAR OF EVENTS – SEPT. 2016 TO OCT. 2016
- 2- SCHEDULE OF EVENING DIPLOMA & CERTIFICATION PROGRAMS
- 3- BI-MONTHLY MANAGEMENT OUTLOOK – JULY 2016

DISTRIBUTION  
16-9-16

Dear Sir/Madam:

Please find enclosed 1) PIM trainings calendar: September 2016 to October 2016, 2) Schedule of evening diploma and certification programs, and 3) Management Outlook: July 2016.

PIM trainings are scheduled for Karachi, Lahore, Islamabad and Quetta. Kindly send us the nomination(s) for these courses at your earliest. Nomination(s) can be sent through letter / email / fax. Nominations for the Lahore courses should be sent directly to our Lahore office. Course fee cheques / drafts / pay orders should be drawn in favor of 'Pakistan Institute of Management'. Nominations should be sent preferably at least one week before the course begins. You are however requested to send the nominations earlier, as the registration for any particular course may close earlier depending upon the number of nominations received.

Best Regards,

Adeel Zeerak  
Registrar & Deputy General Manager

PMD	
DG	
CM (D)	
CM (R&D)	
CAO	✓
Dir (P)	
Met (Co)	
Dy No. 031	
Date: 16/9/16	

*Handwritten notes:*  
3 CAO / (CA)  
16/9/16

Hqs Admin Section  
Diary No. 1742  
Date: 19/9/16

Mr. S. S. I.  
19/9/16

BRANCH OFFICE: Management House, 70-B/2, Gulberg-III, Lahore. Tel: (042) 99263133-35 & 99263137

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## MANAGEMENT DEVELOPMENT PROGRAMS SEPTEMBER TO OCTOBER 2016

S. No	Course Title	Training Category	Month	Date	Venue	Fees
01	Competitive Intelligence (FD)	Marketing Management	September	05	Lahore	11,500
02	Building Resilience: Prepare Yourself to Thrive in Challenging Times	General Management	September	05 - 07	Karachi	15,000
03	How do Effective Managers Organize Themselves	General Management	September	05 - 07	Karachi	17,000
04	Managing Training and Development Functions	Human Resource Management	September	05 - 07	Karachi	16,000
05	Corporate & Business Law	World Class Competitiveness	September	05 - 08	Karachi	18,000
06	The Power of Positive Thinking	Personal Effectiveness	September	05 - 08	Lahore	16,500
07	Learn MS Office 2010 in 5 days	Information Technology	September	05 - 09	Lahore	13,500
08	Workshop on Project Management	Project Management	September	05 - 09	Quetta	18,000
09	Handling Difficult People	Personal Effectiveness	September	06 - 08	Karachi	17,500
10	Brand Management (FD)	Marketing Management	September	19 - 20	Karachi	18,000
11	Developing Business Acumen (FD)	Personal Effectiveness	September	19 - 20	Karachi	17,000
12	3D Presentation Skills using Powerpoint & Flash Tools	Information Technology	September	19 - 21	Lahore	12,500
13	A Comprehensive Approach To Strategic Human Resource Management (New)	Human Resource Management	September	19 - 21	Karachi	19,000
14	Negotiation Skills	General Management	September	19 - 21	Lahore	17,000
15	Production Operations Management (FD)	Operations Management	September	19 - 21	Karachi	18,000
16	Organizational Performance Management: Management Tools for Improving Performance Indicators (FD)	World Class Competitiveness	September	19 - 22	Karachi	22,500
17	Conflict Management (FD)	General Management	September	26	Islamabad	14,000
18	Managerial Transition: From Operational Manager to Strategic Thinker (FD)	Strategic Management	September	26 - 27	Karachi	19,000
19	Executive Secretaries Course	General Management	September	26 - 28	Karachi	16,500
20	Advanced Ms Excel	Information Technology	September	26 - 29	Karachi	12,000
21	Internal Auditing for ISO 9001:2015	Quality Management	September	26 - 29	Lahore	17,000
22	Quality Assurance & Management	Quality Management	September	26 - 30	Lahore	18,000
23	Workshop on Project Management	Project Management	September	26 - 30	Karachi	18,000
24	Improving Workplace Effectiveness Through Creativity & Innovation	General Management	September	27 - 29	Lahore	15,000
25	Cost & Management Accounting For Non - Financial Managers	Financial Management	October	03 - 05	Karachi	18,000
26	How do Effective Managers Organize Themselves	General Management	October	03 - 05	Lahore	17,000
27	Management by Objectives	General Management	October	03 - 05	Karachi	15,000
28	Creating Competitive and Productive Mindset (New)	Personal Effectiveness	October	03 - 06	Lahore	16,500
29	Materials Handling and Warehousing	Operations Management	October	03 - 06	Karachi	17,500
30	Advanced MS Office	Information Technology	October	03 - 07	Lahore	13,500
31	Problem Solving and Decision Making Skills	General Management	October	03 - 07	Lahore	18,000





## PAKISTAN INSTITUTE OF MANAGEMENT

### SCHEDULE OF EVENING PROGRAMS (Venue: PIM, Karachi)

#	Title of the Program	Starting Date	Completion Date	Class Duration	Fee (Rs.)
01	Diploma in Supply Chain Management (Tue & Wed)	02-08-16	01-12-16	4 Months	40,000
02	Diploma in Business and Corporate Laws (Sunday 10 am to 4 pm)	07-08-16	04-12-16	4 Months	40,000
03	Diploma in Management and Leadership (Tue & Thu)	09-08-16	06-12-16	4 Months	40,000
04	Diploma in Accounting and Finance (Mon & Wed)	10-08-16	07-11-16	3 Months	37,000
05	Diploma in Administrative Skills (Mon / Wed)	17-08-16	14-12-16	4 Months	37,000
06	Diploma in Health Safety and Environment Alongwith IRCA (UK) Registered OHSAS 18001:2007 Lead Auditor Course (Sunday 10 am to 4 pm)	21-08-16	18-12-16	4 Months	40,000
07	Diploma in Islamic Banking and Finance (Sunday 10:00 am to 4:00 pm)	28-08-16	25-12-16	4 Months	40,000
08	Diploma in Project Management (Mon & Wed)	31-08-16	28-12-16	4 Months	40,000
09	Industrial Relations and Labor Laws (Sunday 10 am to 4 pm)	04-09-16	27-11-16	3 Months	31,000
10	Certified MS Excel Professional Program (Sunday 10 am to 4 pm)	04-09-16	27-11-16	3 Months	30,000
11	Diploma in Human Resource Management (Mon & Wed)	07-09-16	03-01-17	4 Months	40,000
12	Diploma in Quality Management (Mon & Wed)	07-09-16	03-01-17	4 Months	40,000
13	IT Service Mgt. Certification Program with ITIL 3.0 (Sunday 10 am to 4 pm)	18-09-16	14-11-16	2 Months	26,000
14	Diploma in Healthcare and Hospital Management (Sunday 10 am to 4 pm)	18-09-16	06-01-17	4 Months	40,000
15	Business English Program (Mon / Wed)	21-09-16	20-12-16	3 Months	21,000
16	Career Management for Physicians: Maintaining Work-Life Balance (Sunday 10 am to 4 pm)	25-09-16	24-01-17	4 Months	40,000
17	IELTS Preparation Course (Sunday 10 am to 4 pm)	25-09-16	30-10-16	1.5 Months	15,000
18	CSCP Study Group (Tue & Thu) (Exam Window: Mar 04 to May 06, 2017)	29-09-16	22-01-17	4 Months	40,000
19	Certified Professional Secretaries and Personal Assistants Program (Tue & Thu)	29-09-16	28-12-16	3 Months	21,000
20	CPIM Preparatory Classes – All Modules (Sunday 10 am to 4 pm)	09-10-16	08-03-17	5 Months	50,000
21	Diploma in Marketing, Sales & Distribution (Sunday 10:00 am to 4:00 pm)	16-10-16	14-02-17	4 Months	40,000

**Class Timings: 6.00 p.m. - 9.00 p.m.**

**Tea Break: 7.20 p.m. to 7.40 p.m.**

The details of the forthcoming programs available on PIM's website. Applied for admission, along with 1 recent photo and copy of last education, may be sent to the Registrar, PIM, Karachi. The fee payment should be made in favor of "Pakistan Institute of Management" through pay order / crossed cheque.

**For details and application form, please visit our website**

Contact: Program Office, **PAKISTAN INSTITUTE OF MANAGEMENT,**

Management House, Shahrah-e-Iran, Clifton, Karachi: Telephones: 021-99251669 & 99251718, Cell No. 0333-3143609 PABX-021-99251711-14, Fax: 021-99251715-16

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