No. 5 (2)2024-Admn-I/HR-I   Islamabad, the 29th November, 2024

CIRCULAR

SUBJECT: **TRAINING COURSE FOR 3rd QUARTER (JANUARY-MARCH) 2024-25**

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2024-25 dated 13th November, 2024, received from Pakistan Planning and Management Institute (PPMI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2.   Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section Ten (10 days) before commencement of training.

Encl: **As above**

(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

No.2(27-A)PPMI/PD/2024-25   Islamabad, the 13th November, 2024

SUBJECT: **TRAINING COURSES FOR 3RD QUARTER (JANUARY – MARCH) 2024-25**

Dear Sir/Madam,   السَّلَامُ عَلَيْكُمْ

       Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 3rd Quarter (January-March) 2024-25.

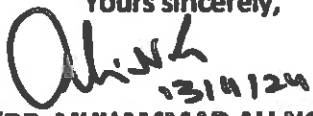| S. No.	Course Name	Dates
1	Budgeting and Financial Management in Public Sector	8-10 January, 2025
2	Complete Project Management Cycle	13-17 January, 2025
3	Microsoft Project (Project Management Software)	22-24 January, 2025
4	Managing Human Resource in Public Sector	12-14 February, 2025
5	Time Management	19-21 February, 2025
6	Project Appraisal and Risk Management	26-28 February, 2025

2   It is clarified that no fee is charged from the Government officers. However, other expenditure may be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/ Divisions/Departments/Organizations.

3.   The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate.**

4.   Please also ensure that necessary telephone contact number (including Mobile Number) and Fax/Email ID of nominee(s)/nominating agency and controlling officer are given in the covering letter enabling PPMI for prompt communication with the concerned. Brief contents of the training courses are overleaf in case of any clarification regarding it Ch. Sajid Ali (Programme Officer), PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269883.

5.   The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

DISTRIBUTION:

i.   Secretaries of Ministries/Divisions.
ii.   Chief Secretaries of Provinces/AJK/G.B
iii.   Additional Chief Secretaries of Provinces/AJK/GB.
iv.   Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
v.   Secretary, Planning and Development Department. Punjab, KP, Baluchistan, Sindh, GB & AJK

BRIEF COURSE CONTENTS
3RD QUARTER (JANUARY - MARCH) 2024-25

Budgeting and Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms and harmonizing/aligning with donors requirements
- Reforms roadmap and management of reform processes
- Preparation of financial statement and interpretations
- Case study of PIFRA
- Introduction to General Financial Rules (GFR)
- PFM Act, 2019

Microsoft Project (Project Management Software)

- Introduction to MS Project
- Project Scheduling
- WBS, Gantt Chart, CPM / PERT
- Resource Assignment
- Resource Leveling
- Tracking
- Reporting
- Crashing
- Earned Value Analysis

Time Management

- Overview of Time Management (How good is your time management?, Getting started, Clearing the clutter, Time Management Worksheets)
- Objectives and Goals(Objectives - where do you want to be, Prioritizing activities - urgency and importance)
- Evaluate Current Usage of time (Keeping a time log, Identifying your personal time wasters, Dealing with interruptions)
- Organizing Your Work (Daily/weekly planning. Effective Time Management systems. The Action Priority Matrix)
- Delegation (Leadership and Time Management, How to delegate effectively, Developing your staff, Different styles for different people)
- Continuous Improvement (Developing and maintaining your time management habits, Managing interruptions, Managing disorganized people)

Complete Project Cycle Management

- Planning Machinery, Processes & Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

Managing Human Resource in Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing Job Descriptions and KPIs
- Recruitment and Selection Process
- Training and Development of HR
- Performance Appraisal Process: tips for the Supervisory officers
- Ethical dilemmas: misuse of resources, power and abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, initiate, execute and report disciplinary proceedings?
- Identifying and Monitoring Key Performance Indicators (KPI's)

Project Appraisal and Risk Management

- Importance of Appraisal in Project Preparation Phase
- Project Cost Estimation
- Project Appraisal/CBA
- Project Economic Analysis
- Project Financing and Financial sustainability of projects
- Project Unit Cost Analysis
- Foundations of uncertainty and risk
- Risk Assessment, Mitigation and Management Techniques
- Project Risk and Sensitivity Analysis
- Feedback and Satisfaction Survey