

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce
Islamabad
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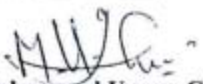
Islamabad, the 21st November, 2014

C I R C U L A R

Subject: **"MANAGEMENT DEVELOPMENT PROGRAM" SCHEDULED TO BE HELD FROM DECEMBER, 2014 TO JANUARY, 2015, BEING HELD AT KARACHI, LAHORE, QUETTA AND ISLAMABAD:**

Copy of Pakistan Institute of Management, Karachi's letter No. Nil, dated 12-11-2014 along with PIM's trainings schedule to be held from for the month of **December, 2014 to January, 2015** as per list attached is forwarded with the request that the nomination of suitable officers duly approved /recommended by their respective officers may be furnished to this section **at least 15 days before commencement of each training course as the dates mentioned in the attached calendar of events**, which are being held in Karachi, Lahore, Quetta and Islamabad.

2. It may be noted here that the funds are involved in these different types of training programmes. For further details, please visit the website: <http://www.pim.com.pk>.


(Muhammad Usman Ghani)
Section Officer (Admn-I)



PAKISTAN INSTITUTE OF MANAGEMENT

GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES & PRODUCTION

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November 12, 2014

THE SECRETARY
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN
Pakistan Secretariat, Block "A"
Islamabad.

MANAGEMENT DEVELOPMENT PROGRAM: December 2014 – January 2015

Dear Sir,

Please find enclosed the PIM's trainings schedule for the months of December 2014 – January 2015. Courses are scheduled for Karachi, Lahore, Islamabad and Quetta. Kindly send us the nominations for these courses at your earliest. Your nominations for the Lahore based courses should be sent directly to our Lahore Office and nominations for Karachi and Quetta courses should be sent to Program Office, PIM Karachi. Courses fee payment cheques, demand drafts and pay orders should be drawn in-favour 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.

We are eagerly looking forward to receive training nominations from your organizations.

Yours faithfully,

Adeel Zeerak
Registrar

Encls: As above*.

COURSES AT MANAGEMENT HOUSE, LAHORE JANUARY 2015

01. Competitive Intelligence (FD) (New)

Lahore: January 05, 2015

The "Competitive Intelligence" is defined as business intelligence focusing on the external competitive environment. The term is often viewed as synonymous with the competitor analysis but Competitive Intelligence is more than analyzing competitors-it is about making the organization more competitive relative to its existing set of competitors and potential competitors. Customers and key external stakeholders define the set of competitors for the organization and, in so doing, describe what could be a substitute for the business, votes, donation or other activities of the organization. The term is often abbreviated as CI, and most large business now have some Competitive Intelligence functions in their organizations

This course is recommended for senior managers, decision makers, head of departments, and executives who are seeking an introduction to intelligence operations and are contributing significantly in the long term and short term organizational business plan.

Course Fee: Non-Members Rs. 8,500; Members Rs. 8,000; Contributory Members Rs. 7,500.

02. Distribution Channel Management (FD)

Lahore: January 05 - 06, 2015

In the marketing mix, all other P's are easy to copy except the place. Strategy around the place is powerful. It is woven around networking and relationship with customers, distributors, wholesalers, and retailers.

Organizations look at their Channel Excellence as one of its Sustainable Competitive Advantage. In addition, distribution activities have to be scientifically researched, planned, and monitored through a team of sales organization. This team must be motivated, energized, evaluated and coached with a continuous improvement drive in an organization.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

03. Stress Management

Lahore: January 06 - 08, 2015

Stress is known as the silent killer. Its continued impact, which is seldom felt by an individual, weakens the human system and eventually leads to a breakdown of psychological and physical health.

Today's managers, burdened by ever increasing demands of information age management, are becoming increasingly vulnerable to stress induced problems and decisions.

This program is aimed at providing Chief Executives and Senior Managers with a comprehensive understanding of stress loaders in their personal and organizational lives, and helps them to develop effective stress management strategies.

Course Fee: Non-Members Rs. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

04. Strategic Management

Lahore: January 12 - 14, 2015

In today's global and indigenous environment which is dominated by fast paced change, an international financial contagion, an emergent recession, spiraling cost of inputs, food inflation, growing unemployment, nascent protectionism and serious terrorism and law and order issues, the challenge facing all strategists is to correctly envision the future and develop competitive but flexible strategies.

This program will provide strategy makers a forum to intensively discuss and understand key strategic issues, and an opportunity to develop insights into how to develop effective market oriented strategies which will provide their organizations a competitive advantage and edge.

Course Fee: Non-Members Rs. 27,000; Members Rs. 25,000; Contributory Members Rs. 23,000.

05. Materials Handling and Warehousing

Lahore: January 12 - 15, 2015

This course is designed for people working in the fields of material and/or operations management who need the concepts, techniques, and terminology of material handling and warehousing activities. Techniques of material control, effective warehousing, and the use of appropriate material handling are covered. Completion of this course will significantly improve the participant's knowledge of material handling and warehousing which can be used in the working environment.

Course Fee: Non-Members Rs. 14,500; Members Rs. 13,500; Contributory Members Rs. 12,500.

06. Effective Time Management

Lahore: January 12 - 15, 2015

Effective managers are those managers who can use their TIME most effectively and efficiently. This course provides managers the technology and methodology essential for becoming an effective manager in the organizational and personal environment.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

07. Effective Business Forecasting for Future Planning

Lahore: January 12 - 15, 2015

Frequently there is a time lag between awareness of an impending event or need and occurrence of that event. This lead time is the main reason for planning and forecasting. If the lead time is zero or very small, there is no need for planning. If the lead time is long, and the outcome of the final event conditional on identifiable factors, planning can perform an important role. In such situations **Forecasting** is needed to determine when an event will occur or a need arise, so that appropriate actions can be taken.

This course has been designed to fulfill that need. Furthermore, given the broad range of forecasting methods currently available, the greatest gains in the practice of forecasting will come from more and better applications and implementation, not from new methods. Therefore it is the manager's knowledge and use of existing methods, in their specific organizational context, that hold the greatest promise.

Course Fee: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

08. Financial Management Course

Lahore: January 12 - 15, 2015

The course offers an opportunity to managers to understand and develop a conceptual framework of financial management with respect to the business context in Pakistan. Issues pertaining to profitability, risk and liquidity of commercial organizations will be addressed in the course.

This course has been designed for managers, executives, and departmental heads to understand and develop a decision-making framework of financial management.

Course Fee: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

09. Presentation Skills for Managers

Lahore: January 12 - 15, 2015

Managers have to spend a lot of their valuable time, preparing for a formal or an informal presentation. This course is designed to impart skills that will help managers deliver their presentations with confidence and ease, so that their audience could easily grasp what is presented to them and get appropriately influenced.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

COURSES AT MANAGEMENT HOUSE, QUETTA DECEMBER 2014

U1. Workshop on Project Management (FD)

Quetta: December 02 - 04, 2014

The importance of "Project Management" to a company's profitability and to its market responsiveness is more critical today than ever before. Everyone needs the skills to complete a project on time and under budget, without compromising quality targets. This is a practical "hands on" course for those who are new in the area of project management as well as for those who want to refresh their knowledge and skills in project management.

The course will cover the following topics:

- Introduction of the basic principles and processes of project management.
- The techniques to define the project missions and correlate project goals and objectives to corporate initiatives.
- The methods to define and develop detailed project plan using PERT/CPM.

- Modern techniques to monitor and control project activities and deliverables, measuring project progress and managing the "Triple constraints" and responding to changing project environment using PERT/CPM.
- Providing methods to formalize acceptance to bring the project to an orderly close and conduct a "Lessons Learned" session.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

COURSES AT MANAGEMENT HOUSE, ISLAMABAD DECEMBER 2014

01. Negotiation Skills

Islamabad: December 29 - 31, 2014

Negotiation skills are essential for all managers, be it negotiating with unions, suppliers, customers, employees or creditors. This program will help managers to develop the skills, styles and confidence necessary to negotiate effectively. The program is especially appropriate for line or specialist executives who wish to understand the negotiation process.

Course Fee: Non-Members Rs. 12,000; Members Rs. 11,000; Contributory Members Rs. 10,000.

16. Ineffective Communication Skills

Dates: December 22 - 26, 2014

Communication is a manager's most important activity and he spends 90% of his time on it. Yet it is amazing how ineffective many managers are at the process. With effective communication, managers can make people, departments and organizations work more efficiently. This course is designed to teach managers effective skills in communication and to improve their communication styles.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

17. Economics Tool and Techniques for Decision Making

Dates: December 29, 2014 - January 01, 2015

Technical decision making & evaluation for projects is a critical process for organizations, as its implementation not only calls for perhaps huge resources commitments, but also the eventuality that an incorrect selection might affect the health of the organization. The ultimate success of the decision begins with the identification of alternatives that are both technically sound and economically viable.

Due to their sound technical background, the functional managers are qualified to identify technically suitable alternatives, but their limited exposure to economic tools & techniques prevents them from selecting alternatives that are economically viable as well.

This course is designed to enhance technical decision making skills using real life examples, and will give participants an edge in planning, designing and implementing technical decisions

If you want to be more confident in decision-making skills, please send in your nominations. We guarantee you a very interactive rigorous and enjoyable program.

Course Fee: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

18. Skills in Administration

Dates: December 29, 2014 - January 01, 2015

Administration is a process through which hundreds of activities are initiated, coordinated and controlled. The main instrument for administration are the rules, policies, procedures and work system which are designed to ensure that work gets done effectively with minimum time, effort and money. The course is designed for junior and middle level managers who want to enhance their administrative capabilities.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

19. Skills in Goal Setting and Work Planning

Dates: December 29, 2014 - January 02, 2015

In this course extensive exposure to exercises will help participants to learn the concepts of corporate planning and its linkage with corporate objectives and the strategy for the accomplishment of each goal. The focus will be to help participants to learn the art of negotiating goals with others, and monitoring and controlling goals and their achievement.

Course Fee: Non-Members Rs. 16,500; Members Rs. 15,500; Contributory Members Rs. 14,500.

20. Improving Workplace Effectiveness through Creativity & Innovation

Dates: December 30, 2014 - January 01, 2015

Creativity leads to innovation which is the driving force behind a successful organization. Through group and individual creativity successful problem solving can be achieved relating to any kind of work place situation. Small scale innovation further results in improved efficiency and smoother work flows.

Course Fee: Non-Members Rs. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

Through this course, you'll learn how to use the core set of contracting skills that are needed to:

- Manage risks effectively.
- Evaluate price and cost proposals efficiently.
- Define, establish and justify "fair and reasonable" prices.
- Use proven techniques for conducting successful negotiations.

Contracts management training is for you if you are a contracts manager, a project manager, a contracts administrator, a sales or business development manager, a contracts proposal writer, a member of a source selection team or a commercial contracts professional who wants to strengthen his or her abilities. With shrinking project profits and increasing customer demands for international level management, organizations and individuals need to invest in Contracts Management skills to survive and compete in an extremely competitive future. Let us help you get started on the road to contracts management success today.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

09. Selling Competencies

Lahore: December 08 - 11, 2014

Sales jobs vary from cold-calling telemarketers to consultative sales professionals who can spend years developing a lead into a sale; the products they sell range in cost from less than a hundred dollars to millions. Today's business world, which is characterized by cut throat competition, even a small edge can make a difference between success and extinction. Hay/McBers research has identified a set of key characteristics that can apply to any kind of selling.

This course would help you identify these competencies and your level of expertise in each one. It will provide you an insight into how you can go about further strengthening those competencies in which you are already strong, as well as developing those which require polish. At the end of this four half day program you will not only have received feedback on how well you demonstrate certain behaviors that are essential for effective selling, you will also go through a process to improve the same.

Course Fee: Non-Members Rs. 13,000; Members Rs. 12,000; Contributory Members Rs. 11,000.

10. Teamwork: Getting People to Work Together

Lahore: December 08 - 12, 2014

Poor team-work is a phenomenon which many organizations suffer from. Getting people to work together in a cooperative and collaborative manner, calls for skills and attitudes on the part of managers and group members which experience alone does not teach. This course has been specially designed to help managers improve team-work and organizational effectiveness, and will benefit managers at all levels.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

11. Maintenance Management: From Breakdown Maintenance to Total Productive Maintenance (TPM)

Lahore: December 08 - 12, 2014

Organizations spend large amount of capital on plants, machines, equipment, building and other physical assets. Therefore, it is imperative that these assets are maintained at peak condition with lowest overall cost to the organization.

The objective of this course is to present and compare various maintenance management approaches so that participants of the course could discover the best approach for their organization. This course also proposes how an effective maintenance Management Plan can be implemented in any organization.

Indented for the Maintenance Managers, Plant Managers, Manufacturing Managers and Operator Managers at middle and senior levels. This course also conveys as to what it takes to establish a typical Maintenance Management Department – the pitfalls and 'do's and don'ts'.

Course Fee: Non-Members Rs. 16,000; Members Rs. 15,000; Contributory Members Rs. 14,000.

12. Enhancing Leadership Skills

Lahore: December 15 - 18, 2014

What are the attributes of quality leadership? How do we lead so our co-workers, supervisors and customers will want to follow us? Quality leaders create a compelling vision of the future and develop the strategies to achieve it. They lead with both emotional intelligence and work to move the organization forward. They are change creators and change managers. Drawing on examples from your life and work experience, research on leadership, and classroom thought stimulating exercises, this course offers key principles and proven strategies guaranteed to give participants the confidence and know-how to successfully practice the art and science of leadership.

Course Fee: Non-Members Rs. 17,500; Members Rs. 16,500; Contributory Members Rs. 15,500.

13. Energy Management (New)

Lahore: December 15 - 19, 2014

Energy demand in Pakistan is growing at fast pace. An investment of 200 billion USD is expected in the next two decades in the energy sector, opening many business opportunities for companies in many sectors. It is important for managers in mid and senior positions to understand the whole value chain of the sector starting from oil and gas to electricity and to develop awareness regarding conservation.

The course introduces engineers and managers with energy sources, technologies economics and conservation issues and practices to enable them to take informed decisions in their energy choices and management. The topics like Energy conservation and audit, and the ISO standard for Energy Management, ISO 50001 is also part of the course.

Course Fee: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000.

14. The Art of Technical Writing & its Advantages

Lahore: December 15 - 19, 2014

In a world of rapid technological development, companies are trying to find easy and effective ways to help existing or potential customers understand the advantages of their new products and services. This course will provide a better understanding of writing techniques and will enable you to use better words for a variety of technical subjects.

- Business correspondence and resumes
- Technical reports: structure & process
- Types of technical reports: an overview
- Business plans
- Proposals
- Progress reports
- Instructions
- User guides
- Organizational policies and procedures
- Recommendation & feasibility reports
- Abstracts, introductions & conclusions Oral presentations

Course Fee: Non-Members Rs. 15,500; Members Rs. 14,500; Contributory Members Rs. 13,500.

15. Strategic Marketing Planning (FD)

Lahore: December 17 - 19, 2014

The fast paced business environment, where the competition is cut throat, requires marketing activities that are better planned and controlled to pre-empt environmental and competitive threats with due consideration given to the company's marketing assets and brand position. This workshop is designed to provide the participants with concepts and skills in strategic marketing beyond basics and fundamentals. It takes a closer look at the key strategies, customer insights and knowledge that are invaluable to the success of an organization

Course Fee: Non-Members Rs. 20,000; Members Rs. 19,000; Contributory Members Rs. 18,000.

COURSES AT MANAGEMENT HOUSE, KARACHI DECEMBER 2014

01. Improving Personal Effectiveness

Karachi: December 01 - 05, 2014

This course has been designed to help participants to make self-analysis from different angles and identify their weaknesses and strengths so that they may be able to determine the required course of action to improve their skills, knowledge and personality. The course is based on self-learning through questionnaires, tests and exercises.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

02. Conflict Management

Karachi: December 08 - 10, 2014

Conflict is a disagreement among two or more individuals or groups. The modern view regarding conflict is that it is inevitable, and when it is channelized properly, it can actually be used for enhancing performance. The hallmark of a progressive organization is the way it uses the free flow of information to achieve its goals; this free flow often results in conflict and becomes detrimental to the organization. The program aims at recognizing effects of dysfunctional and suppressed conflict, and at exploring how conflict can be handled cordially and constructively in the organization, so that organizational interests are held paramount.

Course Fee: Non-Members Rs. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

03. Project Monitoring, Control & Evaluation

Karachi: December 08 - 11, 2014

Project monitoring allows project managers and project stakeholders to continuously evaluate the performance of projects against agreed parameters, whereas project control provides effective mechanisms to keep projects on track. This training program enables participants to understand the tools and techniques for effective monitoring and control during the life of a project.

The program will provide comprehensive knowledge about the methods for project monitoring and evaluation. It will also assist in understanding project reporting requirements and developing effective strategies for controlling projects.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

04. Financial Analysis: Concepts and Techniques

Karachi: December 15 - 18, 2014

The course is intended to develop skills to assess the overall financial position of the firm its strengths, weaknesses and the financial implications of alternative course of actions. This course will help in evaluating the performance of the organization, the course is useful for managers involved in corporate planning and control, as well as for personnel of DFI's and banks involved in the financial evaluation of clients. A basic understanding of accounting is a prerequisite.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

05. Internal Auditing for ISO 9001:2008

Karachi: December 15 - 18, 2014

This course provides an understanding of the internal auditing process for the ISO 9000 series standards, and is based on the requirements of ISO 9001:2008 standards and the ISO 19011 Guidelines for Auditing Quality Systems. It will provide the participants with techniques for conducting quality system audits and involves presentations, exercises and role-plays.

Topics include:

- Introduction to ISO 9001:2008
- Difference between auditing process based systems and compliance audit
- Quality Systems Auditing Phases: Planning, Execution, Reporting and Follow-up.

Course Fee: Non-Members Rs. 12,000; Members Rs. 11,000; Contributory Members Rs. 10,000.

06. Learn MS Office 2013 in 5 Days

Karachi: December 15 - 19, 2014

Microsoft's new release of Office shows how technology and software change rapidly. The course will focus on features that will bring your work to a whole new level of professionalism and mobility. The new Office also works with smart phones, tablets, and in the cloud, even on PCs that don't have Office installed. So now you can always get to your important files, no matter where you are or what you're using. The course teaches you how to effectively use the new Microsoft Office 2013 Suite through comprehensive training sessions and engaging lab work.

Course Fee: Non-Members Rs. 11,000; Members Rs. 10,000; Contributory Members Rs. 9,000.

07. Creating Organizational Excellence

Karachi: December 29 - 31, 2014

Excellence is not an accomplishment. It is a spirit, a never ending process. Tom Peters and Robert Waterman define organizational excellence as continuous innovation in companies. They found that excellent companies were brilliant on the basics and managed to keep things simple in a complex world.

In this highly interactive three half day course, participants will learn practical tools and techniques to bring about the needed changes in their organizational culture to create sustainable organizational excellence. This course is recommended for senior managers in organizations, particularly those who are or would become decision makers, role models and catalysts to bring about cultural change in their organizations.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

08. Enhancing Analytical Skills of Managers (New)

Karachi: December 29 - 31, 2014

Analytical skills in management are often defined as the ability to break problems into parts to see relationships or inter-dependencies. Managers with analytical abilities plan well and lead projects successfully. They are able to accurately forecast financial results and develop plans to meet goals and objectives. Analytical leaders work with their people to plan and create action plans for their areas of responsibility and work to accomplish these goals. Managers who possess analytical skills systematically accomplish their plans and logically produce predictable results. The core focus of this course is to encircle fundamental analytical skills paradigm of top/senior executives and establish a consolidate link in purely applied manner that would be all useful for these executives to appear stronger in problem solving and decision making, strategy development, organizational change initiatives and driving operational efficiency parameters keeping behavioral modulation as bench mark.

Course Fee: Non-Members Rs. 11,000; Members Rs. 10,000; Contributory Members Rs. 9,000.

09. HSE Essential for All (New)

Karachi: December 29 - 31, 2014

Professionals with different backgrounds working in any department of the organization, have a common challenge of 'effecting change' to improve Health, Safety, and Environment (HSE) performance. This three days program will highlight the importance and develop understanding to enable people working in mid and senior management levels in any department to become part of and contribute positively in the campaign of HSE management in their organization. The course will focus on developing understanding about the concepts and elements of HSE management standards.

Course Fee: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

05. Blue Ocean Strategy: Creating Innovative Business Model to make Competition Irrelevant

Karachi: January 19 - 22, 2015

In today's business environment, most of the industries are facing growth challenges. There are several causes which are attributed to this situation. They include,

- Industry boundaries are defined and accepted.
- Competitive rules of the game are known and common to all the players.
- Companies try to outperform others on these known rules to grab market share in a defined market.
- Market spaces have become crowded with many players.
- Prospects for profits and growth have been reduced.
- Brands have become commodities.
- Competition has become cutthroat.

All these factors turn the market into a **Red Ocean**. The solution of this problem lies in **Blue Ocean Strategy**. Blue Ocean strategy helps marketers identify new untapped market spaces where there is no competition. This leads to building a distinctive sustainable competitive advantage. That competitive advantage ensures long term (at least 10 to 12 years) sustainable growth in revenue and profits. This workshop will help participants explore the key concept, processes, and tools of designing and executing the Blue Ocean Strategy for their organization's success.

Course Fee: Non-Members Rs. 16,000; Members Rs. 15,000; Contributory Members Rs. 14,000.

06. Certified Supply Chain Manager (CSCM)

Karachi: January 19 - 24, 2015

Supply Chain Management has evolved into the foremost methodology for managing an organization's logistics including the production function. Supply Chain professionals have developed their capabilities mostly through experience, whereas some have obtained Masters level degrees on the subject. There was an urgent need for developing individuals in this field in order to cope with increasing demand for professionals.

About the Certification

ISCEA, International Supply Chain Education Alliance, USA introduced the CSCM certification program to develop and recognize professionals in Supply Chain Management. The CSCM program is contained in a body of knowledge developed by ISCEA and supply chain professionals can obtain qualification as a Certified Supply Chain Manager (CSCM) after attending a course and passing an examination conducted by ISCEA affiliates globally. The above course is being conducted by BRASI, USA an affiliate of ISCEA. Supply Chain Management has evolved into the foremost methodology for managing an organization's logistics including the production function. Supply Chain professionals have developed their

The course consists of the following topics:

- Building a Strategic Framework to Analyze Supply Chains
- Designing the Supply Chain Networks
- Planning Demand and Supply in a Supply Chain
- Planning and managing inventories in a Supply Chain
- Designing and Building Transportation Networks
- Managing Cross-Functional Drivers in a Supply Chain
- Leadership Skills for Supply Chain Managers
- Theory of Constraints
- Operational Accounting for Supply Chain Managers
- Lean and Six Sigma

\$ 995 (Subject to Change by International Certifying Body).

COURSES AT MANAGEMENT HOUSE, KARACHI JANUARY 2015

01. Skills in Supervision

Karachi: January 05 - 08, 2015

This course has been designed to develop employees to discharge supervisory responsibilities effectively. Major areas covered in the program include basics of management, communication, human relations and productivity.

Course Fee: Non-Members Rs. 15,500; Members Rs. 14,500; Contributory Members Rs. 13,500.

02. Improving Spoken English Skills

Karachi: January 05 - 09, 2015

Prolific command over written and spoken English is not an added but essential qualification which every professional must have. The dilemma in our country is that, English has been used as a medium of instruction but not taught as the distinct language. The Grammar Translation (GT) Method, which is focused in our institutions, encircles writing and reading, and without enough emphasis on listening and speaking, we cannot make this language our core strength. The rapidly growing corporate world requires those who can communicate well and gain profitable options with zero-waiting time. It is the right and ripe time to move ahead and overcome this deficiency.

Contents:

- Concept of Phonetics & Phonology, Phonemes
- Received Pronunciation
- Difference between Grammar-Translation Method and Direct Method
- Vocabulary
- Styles in usage of words and sentences
- Intonations
- Assimilation
- Elision

Course Fee: Non-Members Rs. 13,000; Members Rs. 12,000; Contributory Members Rs. 11,000.

03. Effective Letters, Reports and Presentations

Karachi: January 12 - 16, 2015

Writing is an essential skill for every manager. Effective writing can influence decisions, win contracts, impress clients and ease clerical burden. This course lets participants develop and use effective writing styles, language and organizational techniques.

Course Fee: Non-Members Rs. 14,500; Members Rs. 13,500; Contributory Members Rs. 12,500.

04. Implementing 5S

Karachi: January 13 - 15, 2015

5S methodology, a simple yet powerful practice, helps guaranteeing product quality, ensuring safety and increasing the bottom line by identifying and eliminating waste in workplace. It has consistently proven its worth in organizations across the globe.

5S implementation requires an all-encompassing workplace methodology. Such a holistic implementation moves 5S away from being just another methodology and to an intervention that can change the hearts and minds of the employees, irrespective of the state of maturity of the organization in improvements.

This course, 'Implementing 5S' is intended for the senior and middle managers of organizations of any size, type and industry. The focus of this course is to explain the rationale behind 5S methodology, present a case for it, and suggests a road-map for implementing and sustaining 5S methodology.

Course Fee: Non-Members Rs. 10,000; Members Rs. 9,000; Contributory Members Rs. 8,000.

07. **Workshop on Innovation Leadership (FD)**

Karachi: January 26 - 27, 2015

In today's evolving business arena, uncertainty is palpable. Planning for next quarter/year is a challenge. Even more demanding is committing to decisions that will play out in one to five years. What leaders know is innovative leadership. They require it for themselves, as they learn to function in challenging unpredictable circumstances. They also need to create a climate to promote a culture that supports innovation. Innovative systems, tools and thinking are fundamental for organizational sustainability and future growth.

Course Fee: Non-Members Rs. 13,000; Members Rs. 12,000; Contributory Members Rs. 11,000.

08. **Effective Business Intelligence for Marketing & Sales**

Karachi: January 26 - 28, 2015

The more realistic, relevant and useful intelligence you keep across your finger concerning your customers, partners and overall operations the more your organization appears in a position to make concrete decisions and maintain sustainable competitive advantage. In today's rapidly changing markets influenced by scores of dynamic and volatile factors, the need is to keep your organization in a pro-active mode and for this, you have to comprehend the changing buying patterns of your customers, highlight sales and other growth opportunities and consistently bring improvement in your decision making profile.

Course Fee: Non-Members Rs. 10,000; Members Rs. 9,000; Contributory Members Rs. 8,000.

09. **Advanced MS Excel**

Karachi: January 26 - 29, 2015

Learn the Advanced Features of Excel and Work Smarter – Not Harder!

Have you mastered the basics of Excel?? Now put the power of Excel's Advanced functions and features work for you! Excel is long standing powerhouse of spreadsheet software, is one of the most commonly used business application. Excel has countless features and functions to make your job easier but only if you know how and when to use them. This course will teach you all the required tools and functions, taking your Excel efficiency form Basic to Advance. This course will enhance Your Excel skills and take it to next level.

The course comprises:

- What's New in Excel 2010
- Advanced Excel Formulae
- Working with Names & Arrays
- Essential Functions: Logical, Lookup, Date & Time, Text, Database & Financial Functions
- Multi-sheet Formulas
- Mastering Charts
- Mastering Pivot Tables
- What-If Analysis with Goal Seek, Solver, Scenario Manager and Data Tables
- Filtering, Subtotaling & Consolidating large Data
- Auditing & Protecting Sheets
- Recording & Running Macro

Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500.

10. **Data Analysis Techniques for Effective Decision Making**

Karachi: January 26 - 29, 2015

Managerial Skills can be enhanced by using effective decision making skills that depends upon various quantitative decision making tools. The understanding and use of statistical tools and techniques is critically important in effective and rational decision making. The course is designed by keeping in view this important objective.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

11. Successfully Managing Multiple Projects: Effective Program and Portfolio Management

Karachi: January 26 - 29, 2015

Senior managers and experienced project managers/ project directors often do not get the luxury of managing only one project at a time. They are often called on to manage multiple projects, all at different stages and all going on simultaneously.

This training program provides participants with all the required skills to ensure successful completion of multiple projects.

Course Fee: Non-Members Rs. 14,500; Members Rs. 13,500; Contributory Members Rs. 12,500.

COURSES AT MANAGEMENT HOUSE, QUETTA JANUARY 2015

11. Skills in Administration

Quetta: January 19 - 22, 2015

Administration is a process through which hundreds of activities are initiated, coordinated and controlled. The main instrument for administration are the rules, policies, procedures and work system which are designed to ensure that work gets done effectively with minimum time, effort and money. The course is designed for junior and middle level managers who want to enhance their administrative capabilities.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

10. Creative Writing Skills

Lahore: January 19 - 21, 2015

The core function of Creative writers is to transform IDEAS into WORDS keeping in view the need of expressing these ideas through those words which are not difficult but different and stir a wave of comprehension among involved parties. It is so easy to write in an objective manner, as the business communication is an objective form of communication but it needs extensive intellectual effort and comprehensive mind-body relation to touch down the sensitive depth of ideas in a sophisticated and delicate way.

One cannot be a creative writer just on the basis of keeping prolific command over the targeted language, but it revolves around the critical and intricate process of analytical thinking through cogitation, contemplation and conviction. This course has been designed, especially for those who think 'out of the box' and are willing to write 'out of the way'. The fundamental method of training is purely case and exercise based with the help of which a sincere effort be undertaken to pave the way for participants to feel themselves in the shoes of a creative writer and invest the best out of the best when it comes to THINKING.

Course Fee: Non-Members Rs. 8,500; Members Rs. 8,000; Contributory Members Rs. 7,500.

11. Advanced MS Excel

Lahore: January 19 - 22, 2015

Learn the Advanced Features of Excel and Work Smarter – Not Harder!

Have you mastered the basics of Excel?? Now put the power of Excel's Advanced functions and features work for you! Excel is long standing powerhouse of spreadsheet software, is one of the most commonly used business application. Excel has countless features and functions to make your job easier but only if you know how and when to use them. This course will teach you all the required tools and functions, taking your Excel efficiency form Basic to Advance. This course will enhance Your Excel skills and take it to next level.

The course comprises:

- What's New in Excel 2010
- Advanced Excel Formulae
- Working with Names & Arrays
- Essential Functions: Logical, Lookup, Date & Time, Text, Database & Financial Functions
- Multi-sheet Formulas
- Mastering Charts

- Mastering Pivot Tables
- What-If Analysis with Goal Seek, Solver, Scenario Manager and Data Tables
- Filtering, Subtotaling & Consolidating large Data
- Auditing & Protecting Sheets

Recording & Running Macro

Course Fee: Non-Members Rs. 9,500; Members Rs. 9,000; Contributory Members Rs. 8,500.

12. APICS - Basics of Supply Chain

Lahore: January 19 - 23, 2015

Course covers basics concepts in managing the complete flow of materials in a supply chain, emphasizing the organizations internal supply chain. Course participants will get a complete overview of material flow, from internal and external suppliers to and from the organization. Basics of Supply Chain Management give participants the in-depth knowledge about the physical relationship between Supply Chain, Manufacturing Planning and Control, Purchasing and Physical Distribution

Topics Include:

Introduction to Supply Chain
Materials Requirement Planning
Aggregate and Item Inventory Management
Lean / JIT and Quality System

Demand Management
Capacity Management and Production Activity Control
Purchasing and Physical Distribution

Course Fee: Non-Members Rs. 15,000; Members Rs. 14,000; Contributory Members Rs. 13,000.

13. Quality Assurance and Management

Lahore: January 19 - 23, 2015

The course objectives are to broaden the knowledge of professionals and engineers involved in Production and Quality Assurance. It is also intended to familiarize the participants with the tools and techniques of Modern Quality Control and Assurance. After attending this course participants will have a working knowledge of a number of systems and techniques, so that they may improve the existing systems in their companies.

Course Fee: Non-Members Rs. 16,000; Members Rs. 15,000; Contributory Members Rs. 14,000.

14. Handling Difficult People

Lahore: January 26 - 29, 2015

Do you have to deal with irate, rude, impatient, emotional, persistent or aggressive people? Do you come home from work stressed out from having had to deal with difficult people all day? Businesses are learning the importance of having employees who are capable of handling all types of difficult people and situations. Employees who succeed in this area are in great demand.

This workshop encompasses techniques on how to manage difficult behavior of people and turn it into constructive and positive behavior.

Course Fee: Non-Members Rs. 13,500; Members Rs. 12,500; Contributory Members Rs. 11,500.

15. Human Resource Management

Lahore: January 26 - 29, 2015

The course is designed to provide a sound basis of the field of HRM and how is HRM different from personnel management. The aim of the course is to provide the participants with the latest tools and techniques in the field with special reference to the Pakistani scenario.

Course Fee: Non-Members Rs. 17,000; Members Rs. 16,000; Contributory Members Rs. 15,000.

16. Assertiveness Skills

Lahore: January 27 - 29, 2015

Assertiveness is highly correlated with effective and persuasive communication; one which produces results. It is for this reason that today assertiveness is considered to be a key management skill. Assertive managers produce results and create success for themselves and their organization, and command respect and appreciation from their colleagues and peers at work.

Being assertive means when you learn to say NO without being aggressive or meek, it means feeling successful and not feeling guilty about it. It is the ability to formulate and communicate one's own thoughts, opinions and wishes in a clear, direct and non-aggressive way. Assertiveness is a skill which allows you to stand up for your rights in an appropriate manner, express your feelings, reach out to others and build equal relationships. Being assertive is the fundamental right of human beings, so why not start practicing it now.

Course Fee: Non-Members Rs. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

COURSES AT MANAGEMENT HOUSE, LAHORE DECEMBER 2014

01. Data Analysis & Business Decisions (for Advanced Users) in Excel

Lahore: December 01 - 03, 2014

In business environment, it is vital that decisions are made quickly and accurately. In this course use Excel techniques to build dynamic and sophisticated spreadsheets. Develop Interactive Dashboards, Key Performance indicators. You learn to perform "what-if" analysis, apply functions, manipulate PivotTables and present your results to make better decisions for planning, budgeting and more.

Course Outline:

- Overview of Microsoft Excel's advanced features
- Developing Excel Interactive Dashboards, KPI. Dashboards
- Excel reporting techniques using functions/formulae
- Summarize and analyze large amounts of data using PivotTables and Pivot Chart Reports.
- Consolidate and process multidimensional worksheets
- External Data Connectivity and integration.
- Automate Excel processes using ActiveX Controls and VBA Macros
- Perform "what- if" analysis for developing business plans
- Automate Excel Processes using Scenarios, Goal Seek, and Solver.

Course Fee: Non-Members Rs. 10,500; Members Rs. 9,500; Contributory Members Rs. 8,500.

02. Effective Purchase Management (FD)

Lahore: December 01 - 03, 2014

Purchasing is a managerial process that goes far beyond simply buying materials. It includes planning and policy procedures that cover a wide range of related activities. In analyzing business operations, the phrase 'value-added' expresses the difference between the cost of the component materials and the selling price of a finished product. The average company purchases goods and services valued at more than half of what it sells. An organization's profit is thus, to a large extent, determined by how effectively it procures and manages these materials.

The efficiency of any organization is correspondingly contingent on the availability of component parts and materials of the right quality, in the right quantity, at the right time, at the right price, from the right source and with delivery at the right place. Failure in any of these areas increases costs and decreases profit and can precipitate an economic crisis. In an increasingly globalized economy, buyers find it necessary to become world-class customers. They need to know their business so that they can effectively and efficiently satisfy the increasingly complex needs of their internal customers.

This course as a whole is designed to present the principles and procedures that represent the most professional approach to purchasing in the private, public and nonprofit sectors of our economy. This approach focuses mainly on industrial or commercial purchasing in contrast to purchasing by household consumers.

Course Fee: Non-Members Rs. 16,000; Members Rs. 15,000; Contributory Members Rs. 14,000.

03. Knowledge Management & Organizational Development

Lahore: December 01 - 04, 2014

Knowledge Management (KM) refers to a range of practices used by organizations of identify create, represent, and distribute knowledge for reuse, awareness and learning across the organization. Knowledge Management programs are typically tied to organizational objectives and are intended to lead to the achievement of specific outcomes such as shared intelligence, improved performance, competitive advantage or higher levels of innovation.

Knowledge transfer (an aspect of Knowledge Management) has always existed in one form or another, for example through on-the-job peer discussions, formal apprenticeship, corporate libraries, professional training and mentoring programs. However, since the late twentieth century—additional technology has been applied to this task, such as knowledge bases, expert systems, and knowledge repositories.

Course Fee: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

04. Development Course for Supervisors

Lahore: December 01 - 05, 2014

This course is designed to provide supervisors an opportunity to understand the basic principles, concepts and techniques of management that will contribute to their effectiveness in leading people and utilizing resources. This course is primarily suited for supervisors who have a large number of employees reporting to them.

Course Fee: Non-Members Rs. 14,000; Members Rs. 13,000; Contributory Members Rs. 12,000.

05. Problem Solving and Decision Making Skills

Lahore: December 01 - 05, 2014

This course will provide a conceptual framework for rationale, accuracy and efficiency in problem identification and effective decision making. The workshop is designed for senior and middle level managers involved with the decision making process.

Course Fee: Non-Members Rs. 19,500; Members Rs. 18,500; Contributory Members Rs. 17,500.

06. Personal Imaging

Lahore: December 02 - 03, 2014

Imaging is a communication tool which expresses our strengths, weaknesses, attitudes and attributes. It should be a genuine expression of us, but that expression has to be appropriate to the culture, environment and situation in which we are functioning.

In today's fast paced business world, impressions regarding competence, intelligence and reliability are formed within seconds and are usually based on appearance, hence the importance of first impressions cannot be underestimated.

Knowing how to manage your personal presentation so that you are quickly seen as effective and confident is as critical as any business skill on a resume. Discover the right image for your workplace and discover a new confident, successful future, and see your corporate image enhance across all staff for best effect.

This program helps you discover your best potentials by mastering your visual image, self-image and attitude. Discover a 'new you' with Style, Grooming, Business Dining and Social Etiquette. The Program is suitable for all managers who think that improving personal imaging will open new doors in professional advancement.

Course Fee: Non-Members Rs. 7,500; Members Rs. 7,000; Contributory Members Rs. 6,500.

07. Developing Sustainable Leadership in the Organization (FD)

Lahore: December 08, 2014

Every organization faces the issue of leadership succession. The solution lies in the system of leadership development program, which gives sustainable leadership to the organization. Sustainable leadership empowers leaders and followers to create lasting value to its stakeholders. Integral qualities of a sustainable leader are integrity, mentality and sustainability. Organizations need to develop and implement a management system that breeds sustainable leaderships for its continuous growth and profitability.

Course Fee: Non-Members Rs. 9,000; Members Rs. 8,500; Contributory Members Rs. 8,000.

08. Contracts Management

Lahore: December 08 - 11, 2014

Are your projects being derailed by outsourcing with high hidden costs? Are contracted services exceeding budget and schedule due to poor internal contracts management? Are contracts being terminated or tied up in claims or litigation?

If these sound familiar, your organization needs to develop professional Contracts Managers, who can manage your contracts in an efficient way. Contracts management training prepares you to understand the complete project cycle from acquisition planning and source selection to contracts administration up to final claims management.