



PAKISTAN INSTITUTE OF MANAGEMENT

Ministry of Industries & Production, Government of Pakistan

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The Chairman

Planning & Development Department

Govt. of The Punjab,

Lower Mall, Civil Lines,

Lahore.

December 15th, 2025

Chairman P&D Board Punjab

17 DEC 2025

Sy. P&D

Management Development Program

January – February, 2026

Dear Sir,

Please find enclosed PIM's training calendar from January – February, 2026 for PIM Lahore. You are requested to kindly nominate the concerned individuals for these courses at your earliest. Nominations should be sent directly to the Program Office, Lahore. Course fee payment cheque, demand draft or pay order should be drawn in-favour of "PAKISTAN INSTITUTE OF MANAGEMENT".

We expect to receive nominations preferably a week before the commencement of the course. For any particular course – registration may close earlier depending upon the number of nominations received.

We look forward to receive training nominations from your esteemed organization.

With best regards,

(Muhammad Hamza Hasan)
Manager Business Development

Encls: As above*!

SECRETARY
P&D

AS (A)

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S.O (C) P & D Dept.
Dairy No. 313
Dated 26-12-2025

General / Accounts section
Planning & Development Board
Date 26-12-2025
Dairy No. 395

So (CI & FT)

26/12

Courses at Pakistan Institute of Management, Lahore
January and February, 2026

01. Integrated Project Risk Management

Lahore: January 01, 2026

Based on the Australian Standard AS ISO 31000:2018

Combining Qualitative & Quantitative Approaches with @RISK Simulation

Why Attend?

In today's project environment, uncertainty is the norm. Managing risks proactively is critical to ensuring project success. This masterclass gives you the skills, tools, and practical experience to integrate qualitative and quantitative risk techniques into a unified, robust framework.

Key Learning Outcomes

- ✓ Understand and apply the Australian Risk Management Standard in projects
- ✓ Identify, assess, and prioritize qualitative risks effectively
- ✓ Quantify risk impacts using @RISK Monte Carlo simulations
- ✓ Integrate schedule and cost risk into a unified model
- ✓ Analyze outputs to drive informed decision-making
- ✓ Develop a risk-informed culture in your organization

Learning Investment: Rs. 25,000/- + GST Per Participant

02. Quality Assurance and Management

Lahore: January 15 – 16, 2026

The Quality Assurance techniques will help you maintain high levels of quality at minimum cost. You can save millions by reducing rejection, rework and scrap. Improved quality means reduced costs, but this cannot be achieved without the use of proper Quality Assurance technology and without bringing it down to the worker / operator level. This course provides proven technology, which has helped many companies in Pakistan save millions.

The basic philosophy of this course is to help the organizations shift from detection of defects to prevention of defects and make their workers responsible for quality. The course is tailor made to a highly simplified form so that the managers can learn and pass on the technology to their workers / operators for gaining real advantage.

Learning Investment: Rs. 39,000/- +GST Per Participant

03. Effective Delegating and Coaching Skills

Lahore: January 19 - 20, 2026

The goal of every business organization is to have a highly effective and productive workforce. Without this, the organization may plunge into loss-making, or worse still, it may close shop. A report by Gallup on the American workplace shows that the old management ways of annual reviews and forced rankings no longer work now. So, what's the way forward for managers? The simple answer is delegating and coaching.

Without delegation, no organization can function effectively. Yet, lack of courage to delegate properly & lack of knowledge of how to do it is one of the most general causes of failures in organizations. Effective delegation gives the job to the people who are best suited to do them & then gives them the right degree of freedom to perform the job in the most efficient & productive way. Delegating and coaching goes together. Coaching is invaluable if an organization

is to achieve its goals. It should be part of the continuous employee performance management by managers to maximize the potential of the employees.

Learning Investment: Rs. 39,000/- + GST Per Participant

04. Effective Purchase Management

Lahore: January 21 – 22, 2026

Purchasing is a managerial process that goes far beyond simply buying materials. It includes effective planning and policy procedures that cover a wide range of related activities. In a typical manufacturing organization on an average 55% of all revenue goes to suppliers of goods and services. An organization's profit is thus, to a large extent, determined by how effectively it procures and manages procurement process. This training is designed to present the fundamental as well as advanced emerging concepts that represent today the most professional approach to organizational purchasing process.

Learning Investment: Rs. 39,000/- + GST Per Participant

05. How Do Effective Managers Organize Themselves

Lahore: January 22 – 23, 2026

Effective time management and personal organization skills are essential for effectiveness of a manager in any organization system. This course has been designed for managers to help them learn and apply tools for self-organization and time management skills.

Learning Investment: Rs. 39,000/- + GST Per Participant

06. Conflict Management

Lahore: January 26 – 27, 2026

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 so that organizational interests are held paramount.

Learning Investment: Rs. 39,000/- + GST Per Participant

07. Internal Auditing for Integrated Management System

Lahore: January 26 – 27, 2026

ISO requires that an organization conduct internal audits to determine the effectiveness of its quality, environmental and health and safety system. The courses aim: -

- ✓ To enable delegates, understand Key concepts in Integrated Management System auditing
- ✓ To impart/enhance integrated management systems auditing skills
- ✓ To enable the delegates to plan, conduct & manage integrated management system internal audits

Learning Investment: Rs. 39,000/- + GST Per Participant

08. Techniques for Capital, Budgeting and Forecasting

Lahore: January 26 - 27, 2026

This course provides a practical understanding of key capital budgeting and forecasting techniques used to evaluate investments, allocate resources, and support strategic financial decision-making. Participants will learn how to analyse project viability, estimate future financial performance, and apply tools that improve accuracy, minimize risk, and enhance organizational planning.

Major Takeaways

- ✓ Understand the fundamentals of capital budgeting and financial forecasting
- ✓ Learn and apply core evaluation tools (NPV, IRR, Payback, PI)
- ✓ Develop reliable forecasts using trend, time-series, and regression techniques
- ✓ Build and interpret simple financial models for decision-making
- ✓ Assess project risks using sensitivity and scenario analysis
- ✓ Strengthen strategic planning and budgeting capabilities

Learning Investment: Rs. 39,000/- + GST Per Participant

09. Advanced MS Excel

Lahore: January 28 – 30, 2026

This course is designed for those users who wish to step up their current knowledge of Excel to take advantage of the more complex features. At the end of this course you will have a complete understanding of the higher functions of Excel. This will include:

- ✓ Automating lookup calculations.
- ✓ Reducing speculation with "what-if" analyses.
- ✓ Consolidating and summarizing data contained in multiple worksheets and workbooks.
- ✓ Defining the best combination of values to solve problems.
- ✓ Creating interactive reports with PivotTables

Learning Investment: Rs. 39,000/- + GST Per Participant

10. Emotional Intelligence for Workplace Success

Lahore: February 02 – 03, 2026

Emotional intelligence refers to the capacity to identify, evaluate, and manage emotions in one's self as well as in other people. Many mental health experts believe emotional intelligence is a valuable asset in the workplace. In certain environments, employees with high levels of emotional intelligence may be better able to cooperate with others, manage work-related stress, solve conflicts within workplace relationships, and learn from previous interpersonal mistakes. The course will focus on: -

- ✓ Self-awareness
- ✓ Self-regulation
- ✓ Motivation
- ✓ Empathy

Learning Investment: Rs. 39,000/- + GST Per Participant

11. Inventory Management and Warehousing

Lahore: February 02 – 03, 2026

This Inventory Management & Warehouse training course covers essential skills that are necessary to plan, execute and control the Supply Chain - the Warehouses and Inventory within it. This course begins with the concept of Supply Chain and will progress towards all the aspects relating to Inventory Management, Warehouse and effectively using Material Handling Equipment in a warehouse. The course will enable participants

- ✓ To define and understand the concept of Supply Chain
- ✓ To understand the role of inventory in Supply Chain
- ✓ Critically determine the optimal amount of inventory required
- ✓ Implement creative ways of reducing working capital
- ✓ Understand the key concepts of inventory control
- ✓ Understand and implement essential tools for managing warehouses and inventory in the wider supply chain

Learning Investment: Rs. 39,000/- + GST Per Participant

12. Finance and Accounting for Non-Financial Executives

Lahore: February 02 – 04, 2026

The course is intended for executives who do not have an accounting background, or who desire to brush up their financial accounting. It provides extensive exposure to concepts and practices of financial accounting, as well as to certain tools of financial analysis.

- ✓ Understand key financial statements: **Balance Sheet, Income Statement, Cash Flow Statement**
- ✓ Learn how to interpret financial ratios for performance, liquidity, and profitability
- ✓ Gain practical skills to read, analyze, and question financial information
- ✓ Understand budgeting, forecasting, and financial planning fundamentals
- ✓ Learn cost concepts, break-even analysis, and how financial decisions impact profitability
- ✓ Improve decision-making using financial data rather than assumptions
- ✓ Understand capital budgeting basics (NPV, IRR, Payback) for evaluating projects
- ✓ Learn how to align financial insights with strategy and operational goals

Learning Investment: Rs. 51,500/- + GST Per Participant

13. Skills in Goal Setting and Work Planning

Lahore: February 02 – 04, 2026

Efficient running of an organization's work system requires mobilization of all kind of resources available. System support makes it possible to utilize these resources to their optimum level. Those managers who possess the skill of goal setting for themselves and their subordinates ultimately succeed in achieving high result in their organization. Dependence in managers or others for goal setting generally ends up in the organizational retardation and organizational objectives are not totally achieved. The modern manager therefore, must possess the skill of goal setting and be able to practice it in the organization to achieve the organizational goals and the goals of his job.

Learning Investment: Rs. 51,500/- + GST Per Participant

14. Developing Employee Performance Measurement and KPI System

Lahore: February 09 – 10, 2026

The next critical step after hiring the right resource for managers is to develop the full potential of their employees. Performance management is a process that helps managers achieve the goal of getting the best from their employees. In this two days' interactive workshop, we will discuss the essential tools required for the development of key performance indicators and performance measurement.

After attending this workshop, you will be able to understand that how to:

- ✓ Establish performance criteria and develop various appraisal formats
- ✓ Conduct a meaningful performance discussion
- ✓ Initiate ongoing coaching
- ✓ Avoid common mistakes that are made by managers in evaluating their employees
- ✓ Encourage employees to prepare for a performance discussion.

Target Audience

HR representatives, line managers, anyone who is involved in designing and managing PMS

Learning Investment: Rs. 39,000/- + GST Per Participant

15. Principles of Good Management

Lahore: February 09 – 11, 2026

The success of any business depends heavily on the effectiveness of its managers. At the most fundamental level, management is a discipline that consists of a set of four general functions: Planning, Organizing, Leading and Controlling. The ability to direct, motivate, and lead is imperative to a team's success and performance. The modern manager therefore, must possess the tools for Effective management and be able to practice it in the organization to achieve the organizational goals and the goals of his job.

Learning Investment: Rs. 51,500/- + GST Per Participant

16. Advanced Supply Chain Management

Lahore: February 09 - 11, 2026

Supply Chain encompasses all activities associated with the flow and transformation of goods from the raw materials stage (extraction), through to the end user, as well as the associated information flows. Supply chain management is the integration of these activities through improved supply chain relationships, to achieve a sustainable competitive advantage. In brief, the planning, organizing, and controlling of supply chain activities.

COURSE CONTENTS

- ✓ Evolution of Logistics and Supply Chain Management
- ✓ Managing the Flow of Materials
- ✓ Use of Information Technology for Supply Chain Management
- ✓ Managing Supply Chain Partner Relationships
- ✓ Supply Chain Integration
- ✓ The impact of e-commerce on Supply Chains

Learning Investment: Rs. 51,500/- + GST Per Participant

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17. Advanced Presentation Skills and Public Speaking

Lahore: February 12 – 13, 2025

In today's challenging business environment, one of the most sought-after skills for professionals is their ability to quickly analyze, summarize, present and report on the available data. This course is designed with a practical, easy-to-learn approach towards unleashing the power of Microsoft Excel to build interactive management dashboards and advanced data analysis and reporting features. It aims to equip participants with adequate knowledge and skills to understand how to create interactive dashboards that facilitate the reporting of key performance indicators (KPIs).

After the workshop, participants will be able to:

- ✓ Produce high quality interactive dashboards
- ✓ Master the art of charting and visualizations
- ✓ Become more proficient in using complex Excel data analysis and reporting features

Learning Investment: Rs. 39,000/- + GST Per Participant

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