PAKISTAN INSTITUTE OF MANAGEMENT

Ministry of Industries & Production, Government of Pakistan
Management House, 70-B/2, Gulberg-III, Lahore.
Tel: (042) 35761894, 99263133-36, Fax: (042) 99263138
Website: www.pim.com.pk, E-mail: diplomalhe@pim.com.pk

The Dy. Secretary (Admin.& Estt.)
Planning & Development Dpartment
P&D Building, Opp: Civil Secretariat
Charch Road
Lahore.

August 10, 2026

Sub: ***Professional Development Diploma Programs (Evening)***
For the Month of August & September, 2026

Dear Sir/Madam,

It gives me great pleasure to announce the following programs for professional development of executives at PIM Lahore.

1. Diploma in Interior Designing & Event Management (Starting from August 21, 2026)
2. Diploma in Human Resource Management (Starting from September 12, 2026)
3. Diploma in Healthcare & Lean Hospital Management (Starting from September 13, 2026)
4. Diploma in Early Childhood Education (Starting from September 18, 2026)

PIM is offering professional diploma programs since June 2005, keeping in view the needs and requirements of practicing professionals. These programs have enabled participants to acquire latest knowledge and techniques in their fields in relatively short period, with an emphasis on practical approach and relevance to Pakistani environment.

These programs are designed and taught by PIM's highly experienced faculty as well as industry professionals.

Please find enclosed brochures for the said programs along with admission form. You are requested to send your nominations at the earliest. **(Last date for registration is two days prior to commencement of the respective program)**

With best regards,

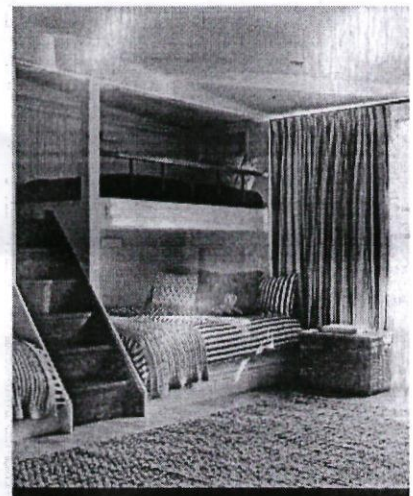
Yours faithfully,

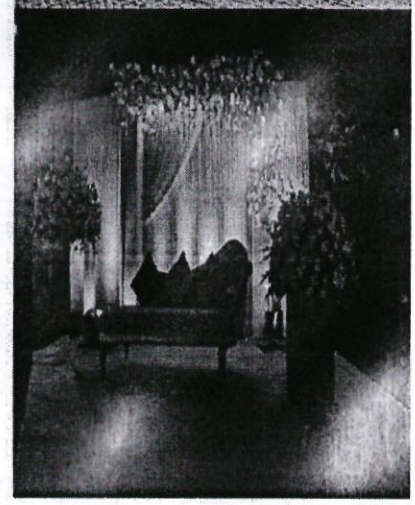
(Shahnaz Ilam Din)
Dy. Manager (Incharge Diploma Department)

PAKISTAN INSTITUTE OF MANAGEMENT

6 DECADES of PIM

PROFESSIONAL DIPLOMA IN INTERIOR DESIGNING AND EVENT MANAGEMENT





Interior design is becoming an increasingly viable career option for creative individuals who have a flair for home or office design and decor. However, there's more to it than just the inclination; there's also the ability. Love for decorating the spaces is in the nature of every human. To be a good designer, you need several skills- some are inbuilt and some can be acquired. This program will help the individuals to sharpen their skills, prepare them to join the design industry as event and interior designers, and to have sufficient knowledge of new trends in market.

WHO SHOULD JOIN?

The Diploma in interior designing and event management is the perfect program for you; if you are interested in pursuing a career in interior design, progressing onto a degree, aiming to join the industry as a professional interior designer, or someone who would just like to learn more about these skills, processes and creativity required to design your own project.

TRAINER'S PROFILE

Lead facilitator of the program is PhD in Interior Design and Management, has been working as interior designer and teaching Interior Design and Management in multiple universities for last 8 years. She has worked as Creative Head for several leading brands of Pakistan. Further, she is a Social Entrepreneur, and a Motivational Speaker. Further, Program will include sessions from other academic and industry experts.

METHODOLOGY

Diploma Program is divided into two parts, theoretical and practical. Theoretical part will cover sufficient and needed knowledge of all basic components of design and relative field. In practical part, students will handle projects of interior designing and events management independently.

SCHEDULE

Starting from **21st August, 2026**
Duration: **3 Months**
Days and Timings: Thursday & Friday
06:00 PM to 09:00 PM

Fee: 51,000/=

For Registration

Voice Dir: (+9242) 35761894
EPABX: (+9242) 9926 3133-35
Fax: (+9242) 9926 3138,
E-Mail: shahnaz@pim.com.pk, diplomalhe@pim.com.pk
Cell: 0324-6634238, 0332-7156331

Starting: 12 September, 2026

PIM, Lahore

Duration: 4 Months

Fee: 70,000/=

Diploma In Human Resource Management

HR is a fast growing career-path with many rewarding opportunities; rapid technological advancements, Human resource automation and global interfaces have changed fundamental dimensions of HRM. Furthermore, the role of HR manager is becoming challenging and more strategic in nature by every passing day. PIM, being close to nationwide industries and corporate world, has sensed this need and designed four months diploma in Human Resource Management to help all the professionals who are managing HR in relevant aspects.

This program will enable HR professionals and practitioners to undertake significant strategies, learn modern practices and appear confident while handling intricate and complex function of HRM in their respective organizations.

PROGRAM CONTENTS

1. Introduction to Human Resource Management (Foundation, Theory, Practices)
2. Functions of HRM & Change Management
3. Personnel & Human Resource Management
4. Job Analysis & Human Resource Planning & Recruitment & Selection
5. Orientation & its Importance (different ways and techniques)
6. Training & Development (Need Analysis, performance evaluation)
7. Performance Appraisal System (different ways & techniques)
8. Rewards & Awards & Motivation & Employees
9. Career Development Planning & Stress Management
10. Effective Human Resource Communication
11. Human Resource Documentation.

WHO SHOULD ATTEND

REGISTER NOW

It is aimed at people, who have been given, or are about to be given, responsibility for areas of HRM in their own organizations. It is also suitable for those who wish to progress into a career in HRM. Persons who work on projects in both private and public sector organizations.

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shahnaz@pim.com.pk
www.pim.com.pk

Starting: 13 September, 2026

PIM, Lahore

Duration: 4 Months

Fee: 70,000/= (The Fee is Exclusive of GST)

Diploma In

Healthcare & Lean Hospital Management

This Diploma will enable participants to gain an in-depth knowledge of how the Healthcare System is organized in Pakistan along with a more detailed understanding of Hospitals. Personnel already working in Hospitals will develop better understanding of other departments. This Diploma will also improve their career prospects for promotions, etc. Participants exposed for the first time to the subject will acquire a sound basic knowledge of how Hospitals work. The Diploma will also serve as a base for acquiring higher qualifications in Health & Hospital Management.

PROGRAM CONTENTS

- Health & the Healthcare System: models, systems& the National perspective.
- Hospitals: historical background, types & categories and models of the Future.
- Facilities design: functional adjacencies in Hospital buildings.
- Managing Patient Care Areas: Clinics, Wards, ORs, CSSD, Laboratory, Imaging Services, Delivery suites, ICUs, etc.
- Managing Support Services: Security, Dietary services, Housekeeping & Laundry, Transport, Facilities Engineering Services, etc.
- Quality Assurance in Hospitals & Hospital Waste Management.
- Procurement, Supplies &Inventory Management in Hospitals.
- Managing Human Resources: staffing levels, training, assessments, compensation, etc.

WHO SHOULD ATTEND

REGISTER NOW

The Course has been designed for persons already working in Hospitals, those who wish to acquire a working knowledge of Hospital Management and those who would like to make the Diploma a stepping stone to higher qualifications in Hospital Management.

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Starting: 18 September, 2026 | **PIM, Lahore**

Duration: 3 Months (Tue & Fri) | **Fee: 51,000/=**

Early Childhood Care and Education (ECCE)

Early childhood education is the key to the betterment of society.

Diploma in ECCE (major focus on NCP 2022)

PROGRAM AIMS

- To recognize the characteristics of a competent preschool educator and an effective preschool curriculum.
- To establish an understanding of children's growth, characteristics of young children, and practices suitable for their development.
- To acquire expertise in curriculum designing and lesson planning.
- To show the skill of recognizing methods for observing, screening, and evaluating different early childhood programs.
- To demonstrate proficiency in observing diverse programs, synthesizing information, and assessing data regarding the impact of cultural, linguistic, and ability variations.

LEARNING MODULES

- Foundations of Early Childhood Education
- Child Development (early years)
- Teaching methodologies of Language, Numeracy & creative Arts
- Health, Nutrition, and Safety
- Classroom Management and Learning Environment
- Collaboration with Parents and Community

INCLUSIONS

Jolly phonics and its implementation

- Introduction to Jolly phonics
- 5 steps of jolly phonics
- Letter sound order
- Letter stories & word building

- Urdu phonics
- Circle time
- Writing Formation techniques for young learners

METHODOLOGIES

Interactive presentations, group discussions, case studies, assignments, assessments.

COURSE DURATION/DAYS

The course is three months in duration. Sessions will be held on Tuesday and Friday (06p.m. - 09p.m.).

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Registration Form

PAKISTAN INSTITUTE OF MANAGEMENT

Diplomas / Certification for Professional Development

PROGRAM NAME:	
Program Starting Date:	

One Recent Photograph

Name *(block letters)*	
Father's Name *(block letters)*	
National Identity Card No.	- -

Gender: ☐ *Male* ☐ *Female* *Date of Birth:*

Home address:

Telephone No. WhatsApp No.

E-mail:

Business address:

Telephone No. Fax No.

Total experience: _____

Which address should be used in any future correspondence with you? *(Please tick box)*

☐ Home ☐ Business ☐ Other *(please specify)*: _____

EMPLOYMENT RECORD: (Name of Organization)	**Business Activity**	**Your Title & Department**	**Period of Employment**

LAST EDUCATION

Name of Institution	Year	Subject	Qualifications	Grade/CGPA

PROFESSIONAL OR OTHER POST-GRADUATE CERTIFICATION	Year

STATEMENT OF RULES & REGULATIONS

ATTENDANCE

Students are required to attend regularly all lectures, computer laboratory sessions, seminars and fieldwork as may be specified. In case, a student accumulates more than the allowed number of absences, he will not be eligible for the Diploma for Professional Development.

The provision of absences is only for emergencies. This cannot be used on the first day of the Diploma or before the final examination.

A student is allowed a maximum of 6 absences during the entire Diploma.

Students are required to be in time for their sessions. After 10 minutes of the start of class, the entrant will be marked late.

Only 6 late attendances will be allowed.

It is expected that the students will maintain proper dress code at all times.

WITHDRAWAL FROM THE DIPLOMA

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to PIM's code of conduct.

EVALUATION AND GRADING

The performance of participants is evaluated through continuous observation of the student's performance in the Diploma – the extent to which he/she participates in discussions and the case studies and exercises.

There will be quizzes, three monthly hourly exams and final exam at the end of the program. The total marks for passing the Diploma will be 60 out of a total of 100 marks.

Participants, who do not meet attendance or any other eligibility criteria, will not be allowed to appear in the final examination.

In the rating of participants, the following grading plan is used:

A	**87 - 100**
B+	**81 -86**
B	**72 - 80**
C+	**66 - 71**
C	**60 - 65**
F	**below 60 (failed)**

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. PIM reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will only be given a Certificate of Attendance.

NOTE: 1. Incomplete forms will not be entertained.
2. Organization's letter must accompany with this form, if financed by your employer.
3. Please attach copies of qualification / experience certificates.
4. PIM reserves the right to reject any candidate without assigning any reason.

DECLARATION: I hereby stand committed to the above information provided by me as true and accurate and agree to accept the terms and conditions of this Program.

Date: _____ Signature of applicant: _____