



**8th POST INDUCTION COURSE FOR PMS
PROBATIONERS IN GOVERNANCE AND
MANAGEMENT**

(FROM 17.07.2017 TO 29.12.2017)

Course Coordinator

Instructor (P)

Module on

Life Skills

**Module
In-charge**

Instructor (M)

Venue:

**Executive
Hall**

4th WEEK

Day / Date	08:45 09:00	09:00 10:00	10:00 11:00	11:00 11:30	11:30 12:30	12:30 01:30	01:30 02:30	02:30 03:30	
Monday 07.08.2017	RECITATION FROM HOLY QURAN WITH TRANSLATION AND TALK ON ANY TOPIC ON MORALITY, ETHICS ETC BY THE PARTICIPANTS.	Emotional Intelligence: (focus on Empathy, Resilience, Self-awareness, Integrity & Anger Management) *(Ms. Komal Faisal) Psychologist **Instructor (C)	Tea Break (Dining Hall, Academics Block)		Emotional Intelligence: (focus on Empathy, Resilience, Self-awareness, Integrity & Anger Management) *(Ms. Komal Faisal) Psychologist **Instructor (F)	Lunch & Zohar Prayer (Dining Hall Academic Block)		Syndicate Presentations	
Tuesday 08.08.2017		Workshop on Communication, Interpersonal & Presentation Skills *(Mr. Asim S. Mullick) CEO Leading Edge **Instructor (IT)			Workshop on Communication, Interpersonal & Presentation Skills *(Mr. Asim S. Mullick) CEO Leading Edge **Instructor (HRM)			Syndicate Presentations	
Wednesday 09.08.2017		How to Think *(Mr. Rafiq Jaffer) Corporate Trainer **Instructor (P)			How to Think *(Mr. Rafiq Jaffer) Corporate Trainer **Instructor (IT)			Stress Management *(Mr. Abad Aslam) Corporate Trainer **Instructor (F)	Syndicate Presentations
Thursday 10.08.2017		Negotiation Skills *(Mr. Athar Mansoor) Assistant Professor, UCP **Instructor (M)			Problem Solving & Decision-Making In Public Sector *(Mr. Rahat-ul-Ain) Director SGS UMT **Instructor (HRM)			Syndicate Presentations	
Friday 11.08.2017		Harassment at Workplace *(Mrs. Bushra Aman) Secretary Women Development Deptt **Instructor (C)			Time and Workload Management *(Dr. Shahid A. Zia) Principal Grace College **Instructor (M)			Friday Prayer	Documentary Independence Day

* Resource Person
** Faculty Member on Duty



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Wednesday 09.08.2017		How to Think *(Mr. Rafiq Jaffer) Corporate Trainer **Instructor (P)			How to Think *(Mr. Rafiq Jaffer) Corporate Trainer **Instructor (IT)			Syndicate Presentations	Office Etiquette 02:30 – 04:30 *(Kazi Afaq Hossain) Member Federal Services Tribunal **Instructor (F)
Thursday 10.08.2017		Negotiation Skills *(Mr. Athar Mansoor) Assistant Professor, UCP **Instructor (M)			Problem Solving & Decision-Making In Public Sector *(Mr. Rahat-ul-Ain) Director SGS UMT **Instructor (HRM)			Syndicate Presentations	
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