

Corporate Training Calendar From March-2015 to December-2015

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|-----------------|---|--------------|--|-------------------------|---------|
| March-15 | | | | | |
| 1 | MS-EXCEL (Basic & Advance) with MS-Access & Dashboard / Business Intelligence / Financial & Business Modeling | 06-07 Mar-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Nadeem Shah | 15,500 |
| 2 | Effective Business Communication | 7-Mar-15 | | Khalid Latif | 6,200 |
| 3 | Management By Motivation; a New Concept . . . | 7-Mar-15 | | Ms. Amber | 5,800 |
| 4 | Databases with Cloud Computing & BigData Concept | 7-Mar-15 | | Naeem Thebo | 6,300 |
| 5 | Discover Peace and Happiness | 7-Mar-15 | | Ms. Sumaira | 5,800 |
| 6 | Core Banking Solution Implementation | 7-Mar-15 | | Raj Kumar | 6,400 |
| 7 | Accountancy for Professional | 13-14-Mar-15 | | Khalid Latif | 12,800 |
| 8 | Microsoft SharePoint 2010 | 14-Mar-15 | | Naeem Thebo | 5,900 |
| 9 | Performance Management; a continuous process ... ! | 14-Mar-15 | | Ms. Amber | 5,900 |
| 10 | Training Needs Assessment (TNA) | 14-Mar-15 | | Ms. Sumaira | 6,400 |
| 11 | Effective Tools for Business Analysis | 14-Mar-15 | | Syed Hassan & Raj Kumar | 6,800 |
| 12 | SPSS for Researcher | 20-21-Mar-15 | | Nadeem Shah | 16,500 |
| 13 | WordPress | 21-Mar-15 | | Naeem Thebo | 5,800 |
| 14 | Basics of Stock Exchange Trading | 21-Mar-15 | | Raj Kumar | 5,400 |
| 15 | Conducting Effective HR Audit | 21-Mar-15 | | Ms. Sumaira | 6,600 |
| 16 | Ready Tool Kit For Job Seekers | 21-Mar-15 | | Ms. Amber | 5,500 |
| 17 | Accountancy for Professional | 27-28-Mar-15 | | Khalid Latif | 12,800 |
| 18 | Cold Calling Techniques | 28-Mar-15 | | Sadaf Fatima | 6,000 |
| 19 | Business Ethics and Etiquette | 28-Mar-15 | | Syed Hassan & Raj Kumar | 6,200 |
| 20 | Absolutely Essential, The Workplace Etiquettes | 28-Mar-15 | | Ms. Amber | 5,700 |
| 21 | Creativity and Innovation | 28-Mar-15 | | Ms. Sumaira | 5,900 |
| 22 | MS-EXCEL (Basic & Advance) with MS-Access & Dashboard / Business Intelligence / Financial & Business Modeling | 27-28-Mar-15 | | Nadeem Shah | 15,500 |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|-----------------|--|--------------|--|-------------------------|---------|
| April-15 | | | | | |
| 1 | Business Ethics and Etiquette | 4-Apr-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Syed Hassan & Raj Kumar | 6,200 |
| 2 | KUTOOLS for Excel - Powerful Excel Toolbox | 4-Apr-15 | | Ms. Sumaira | 6,400 |
| 3 | Management By Motivation; a New Concept . . . | 4-Apr-15 | | Ms. Amber | 5,800 |
| 4 | Databases with Cloud Computing & BigData Concept | 4-Apr-15 | | Naeem Thebo | 5,800 |
| 5 | Business Process Re-engineering | 11-Apr-15 | | Syed Hassan & Raj Kumar | 6,600 |
| 6 | Important Employment Laws | 11-Apr-15 | | Ms. Sumaira | 7,200 |
| 7 | Performance Management; a continuous process ... ! | 11-Apr-15 | | Ms. Amber | 5,900 |
| 8 | Cold Calling Techniques | 11-Apr-15 | | Sadaf Fatima | 6,000 |
| 9 | Microsoft SharePoint 2010 | 11-Apr-15 | | Naeem Thebo | 5,700 |
| 10 | Problem Solving and Root Cause Analysis | 18-Apr-15 | | Syed Hassan & Raj Kumar | 6,400 |
| 11 | Result Orientated Performance Management System | 18-Apr-15 | | Ms. Sumaira | 6,600 |
| 12 | Absolutely Essential, The Etiquettes | 18-Apr-15 | | Ms. Amber | 5,700 |
| 13 | WordPress | 18-Apr-15 | | Naeem Thebo | 5,800 |
| 14 | Accountancy for Professional | 24-25-Apr-15 | | Khalid Latif | 12,800 |
| 15 | SPSS for Researcher | 24-25-Apr-15 | | Nadeem Shah | 16,500 |
| 16 | Operation of Risk Management | 25-Apr-15 | | Syed Hassan & Raj Kumar | 6,800 |
| 17 | Stress and Time Management Skills | 25-Apr-15 | | Ms. Sumaira | 6,400 |
| 18 | Ready Tool Kit For Job Seekers | 25-Apr-15 | | Ms. Amber | 5,500 |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|---------------|---|-----------|--|----------------------------|---------|
| May-15 | | | | | |
| 1 | General & Islamic Banking | 2-May-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Raj Kumar | 6,100 |
| 2 | Payroll Management & Preparation System | 2-May-15 | | Ms. Sumaira | 6,400 |
| 3 | Databases with Cloud Computing & BigData Concept | 2-May-15 | | Naeem Thebo | 5,800 |
| 4 | Effective Business Communication | 2-May-15 | | Khalid Latif | 6,200 |
| 5 | Accounting for Non-Accounting Executives | 2-May-15 | | Syed Hassan | 6,800 |
| 6 | Core Banking Solution Implementation | 9-May-15 | | Raj Kumar | 6,200 |
| 7 | Designing Effective Compensation & Benefits System | 9-May-15 | | Ms. Sumaira | 6,600 |
| 8 | Microsoft SharePoint 2010 | 9-May-15 | | Naeem Thebo | 5,700 |
| 9 | Performance Management; a continuous process ... ! | 9-May-15 | | Ms. Amber | 5,900 |
| 10 | Decision Making in Organization | 9-May-15 | | Syed Hassan | 6,500 |
| 11 | Effective Tools for Business Analysis | 16-May-15 | | Syed Hassan & Raj Kumar | 6,500 |
| 12 | Important Employment Laws | 16-May-15 | | Ms. Sumaira | 7,200 |
| 13 | WordPress | 16-May-15 | | Naeem Thebo | 5,800 |
| 14 | Absolutely Essential, The Etiquettes | 16-May-15 | | Ms. Amber | 5,700 |
| 15 | Organization Culture & Office Environment | 16-May-15 | | Syed Hassan | 6,200 |
| 16 | Designing Effective Compensation & Benefits System | 23-May-15 | | Ms. Sumaira | 6,600 |
| 17 | Basics of Stock Trading | 23-May-15 | | Raj Kumar | 5,400 |
| 18 | Microsoft SharePoint 2010 | 23-May-15 | | Naeem Thebo | 5,700 |
| 19 | Management By Motivation; a New Concept . . . | 23-May-15 | | Ms. Amber | 5,800 |
| 20 | Significance of Communication in Business for Success | 23-May-15 | | Syed Hassan | 6,100 |
| 21 | Managing and Resolving Conflict | 30-May-15 | | Ms. Sumaira | 6,200 |
| 22 | Business Ethics and Etiquette | 30-May-15 | | Raj Kumar | 6,000 |
| 23 | Databases with Cloud Computing and BigData Concept | 30-May-15 | | Naeem Thebo | 5,800 |
| 24 | Ready Tool Kit For Job Seekers | 30-May-15 | | Ms. Amber | 5,500 |
| 25 | Introduction of Corporate Finance | 30-May-15 | | Syed Hassan | 6,600 |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|----------------|---|--------------|--|--------------|---------|
| June-15 | | | | | |
| 1 | SPSS for Researcher | 5-6-June-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Nadeem Shah | 16,500 |
| 2 | Essentials of Occupational Safety & Health | 6-Jun-15 | | Ms. Sumaira | 6,300 |
| 3 | Business Process Re-engineering | 6-Jun-15 | | Raj Kumar | 6,600 |
| 4 | Effective Business Communication | 6-Jun-15 | | Khalid Latif | 6,200 |
| 5 | Accounting for Non-Accounting Executives | 6-Jun-15 | | Syed Hassan | 6,800 |
| 6 | MS-EXCEL (Basic & Advance) with MS-Access & Dashboard / Business Intelligence / Financial & Business Modeling | 12-13-Jun-15 | | Nadeem Shah | 15,500 |
| 7 | Accountancy for Professional | 12-13-Jun-15 | | Khalid Latif | 12,800 |
| 8 | Designing Effective Compensation & Benefits System | 13-Jun-15 | | Ms. Sumaira | 6,600 |
| 9 | Problem Solving and Root Cause Analysis | 13-Jun-15 | | Raj Kumar | 6,400 |
| 10 | Decision making in Organization | 13-Jun-15 | | Syed Hassan | 6,500 |
| 11 | Knowledge Management for Business Success | 20-Jun-15 | | Ms. Sumaira | 5,700 |
| 12 | Operation of Risk Management | 20-Jun-15 | | Raj Kumar | 6,800 |
| 13 | WordPress | 20-Jun-15 | | Naeem Thebo | 5,800 |
| 14 | Management By Motivation; a New Concept . . . | 20-Jun-15 | | Ms. Amber | 5,800 |
| 15 | Organization Culture & Office Environment | 20-Jun-15 | | Syed Hassan | 6,200 |
| 16 | Industrial Relation & Labour Laws | 26-27-Jun-15 | | Ms. Sumaira | 16,000 |
| 17 | General & Islamic Banking | 27-Jun-15 | | Raj Kumar | 6,100 |
| 18 | Microsoft SharePoint 2010 | 27-Jun-15 | | Naeem Thebo | 5,700 |
| 19 | Performance Management; a continuous process ... ! | 27-Jun-15 | | Ms. Amber | 5,900 |
| 20 | Significance of Communication in Business for Success | 27-Jun-15 | | Syed Hassan | 6,100 |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|----------------|--|--------------|--------------------------------------|--------------|---------|
| July-15 | | | | | |
| 1 | Talent Management | 4-Jul-15 | 09:30 am to 05:30 pm | Ms. Sumaira | 5,800 |
| 2 | Core Banking Solution Implementation | 4-Jul-15 | | Raj Kumar | 6,200 |
| 3 | Databases with Cloud Computing & BigData Concept | 4-Jul-15 | | Naeem Thebo | 5,800 |
| 4 | Absolutely Essential, The Etiquettes | 4-Jul-15 | | Ms. Amber | 5,700 |
| 5 | Introduction of Corporate Finance | 4-Jul-15 | | Syed Hassan | 6,600 |
| 6 | Team Building and Teamwork | 11-Jul-15 | | Ms. Sumaira | 6,000 |
| 7 | Effective Tools for Business Analysis | 11-Jul-15 | | Raj Kumar | 6,500 |
| 8 | Microsoft SharePoint 2010 | 11-Jul-15 | | Naeem Thebo | 5,700 |
| 9 | Management By Motivation; a New Concept . . . | 11-Jul-15 | | Ms. Amber | 5,800 |
| 10 | Accounting for Non-Accounting Executives | 11-Jul-15 | | Syed Hassan | 6,800 |
| 11 | Intermediate/Advanced Microsoft PowerPoint | 18-Jul-15 | Hotel Regent Plaza, Karachi | Ms. Sumaira | 5,500 |
| 12 | Basics of Stock Trading | 18-Jul-15 | | Raj Kumar | 5,400 |
| 13 | Ready Tool Kit For Job Seekers | 18-Jul-15 | | Ms. Amber | 5,500 |
| 14 | Effective Business Communication | 18-Jul-15 | | Khalid Latif | 6,200 |
| 15 | Decision making in Organization | 18-Jul-15 | | Syed Hassan | 6,500 |
| 16 | Accountancy for Professional | 24-25-Jul-15 | | Khalid Latif | 12,800 |
| 17 | Microsoft Project Management 2010 | 25-Jul-15 | | Ms. Sumaira | 6,200 |
| 18 | Business Ethics and Etiquette | 25-Jul-15 | | Raj Kumar | 6,000 |
| 19 | Absolutely Essential, The Workplace Etiquettes | 25-Jul-15 | | Ms. Amber | 5,700 |
| 20 | Organization Culture & Office Environment | 25-Jul-15 | | Syed Hassan | 6,200 |

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|------------------|---|------------------------|--|--------------|---------|
| August-15 | | | | | |
| 1 | MS-EXCEL (Basic & Advance) with MS-Access & Dashboard / Business Intelligence / Financial & Business Modeling | 31-Jul-15 01-Aug-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Nadeem Shah | 15,500 |
| 2 | Effective Business Communication | 1-Aug-15 | | Khalid Latif | 6,200 |
| 3 | Management By Motivation; a New Concept . . . | 1-Aug-15 | | Ms. Amber | 5,800 |
| 4 | Databases with Cloud Computing & BigData Concept | 1-Aug-15 | | Naeem Thebo | 5,800 |
| 5 | Discover Peace and Happiness | 1-Aug-15 | | Ms. Sumaira | 5,800 |
| 6 | Core Banking Solution Implementation | 1-Aug-15 | | Raj Kumar | 6,200 |
| 7 | Significance of Communication in Business for Success | 1-Aug-15 | | Syed Hassan | 6,100 |
| 8 | Accountancy for Professional | 7-8-Aug-15 | | Khalid Latif | 12,800 |
| 9 | Microsoft SharePoint 2010 | 8-Aug-15 | | Naeem Thebo | 5,700 |
| 10 | Performance Management; a continuous process ... ! | 8-Aug-15 | | Ms. Amber | 5,900 |
| 11 | Training Needs Assessment (TNA) | 8-Aug-15 | | Ms. Sumaira | 6,400 |
| 12 | Effective Tools for Business Analysis | 8-Aug-15 | | Raj Kumar | 6,500 |
| 13 | Introduction of Corporate Finance | 8-Aug-15 | | | |
| 14 | SPSS for Researcher | 12-13-Aug-15 | | Nadeem Shah | 16,500 |
| 15 | WordPress | 15-Aug-15 | | Naeem Thebo | 5,800 |
| 16 | Basics of Stock Exchange Trading | 15-Aug-15 | | Raj Kumar | 5,400 |
| 17 | Conducting Effective HR Audit | 15-Aug-15 | | Ms. Sumaira | 6,600 |
| 18 | Ready Tool Kit For Job Seekers | 15-Aug-15 | | Ms. Amber | 5,500 |
| 19 | Accounting for Non-Accounting Executives | 15-Aug-15 | | Syed Hassan | 6,800 |
| 20 | Accountancy for Professional | 21-22-Aug-15 | | Khalid Latif | 12,800 |
| 21 | MS-EXCEL (Basic & Advance) with MS-Access & Dashboard / Business Intelligence / Financial & Business Modeling | 21-22-Aug-15 | | Nadeem Shah | 15,500 |
| 22 | Cold Calling Techniques | 22-Aug-15 | | Sadaf Fatima | 6,000 |
| 23 | Business Ethics and Etiquette | 22-Aug-15 | | Raj Kumar | 6,000 |
| 24 | Absolutely Essential, The Workplace Etiquettes | 22-Aug-15 | | Ms. Amber | 5,700 |
| 25 | Creativity and Innovation | 22-Aug-15 | | Ms. Sumaira | 5,900 |
| | Decision making in Organization | 22-Aug-15 | | Syed Hassan | 6,500 |
| 26 | Business Ethics and Etiquette | 29-Aug-15 | | Raj Kumar | 6,000 |
| 27 | KUTOOLS for Excel - Powerful Excel Toolbox | 29-Aug-15 | | Ms. Sumaira | 6,400 |
| 28 | Management By Motivation; a New Concept . . . | 29-Aug-15 | | Ms. Amber | 5,800 |
| 29 | Databases with Cloud Computing & BigData Concept | 29-Aug-15 | | Naeem Thebo | 5,800 |
| 30 | Organization Culture & Office Environment | 29-Aug-15 | Syed Hassan | 6,200 | |

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|---------------------|---|--------------|--------------------------------------|--------------|---------|
| September-15 | | | | | |
| 1 | Business Process Re-engineering | 5-Sep-15 | | Raj Kumar | 6,600 |
| 2 | Important Employment Laws | 5-Sep-15 | | Ms. Sumaira | 7,200 |
| 3 | Performance Management; a continuous process ... ! | 5-Sep-15 | | Ms. Amber | 5,900 |
| 4 | Cold Calling Techniques | 5-Sep-15 | | Sadaf Fatima | 6,000 |
| 5 | Microsoft SharePoint 2010 | 5-Sep-15 | | Naeem Thebo | 5,700 |
| 6 | Significance of Communication in Business for Success | 5-Sep-15 | | Syed Hassan | 6,100 |
| 7 | Problem Solving and Root Cause Analysis | 12-Sep-15 | 09:30 am to 05:30 pm | Raj Kumar | 6,400 |
| 8 | Result Orientated Performance Management System | 12-Sep-15 | | Ms. Sumaira | 6,600 |
| 9 | Absolutely Essential, The Workplace Etiquettes | 12-Sep-15 | | Ms. Amber | 5,700 |
| 10 | WordPress | 12-Sep-15 | | Naeem Thebo | 5,800 |
| 11 | Introduction of Corporate Finance | 12-Sep-15 | | Syed Hassan | 6,600 |
| 12 | Accountancy for Professional | 18-19-Sep-15 | Hotel Regent Plaza, Karachi | Khalid Latif | 12,800 |
| 13 | SPSS for Researcher | 18-19-Sep-15 | | Nadeem Shah | 16,500 |
| 14 | Operation of Risk Management | 19-Sep-15 | | Raj Kumar | 6,800 |
| 15 | Stress and Time Management Skills | 19-Sep-15 | | Ms. Sumaira | 6,400 |
| 16 | Ready Tool Kit For Job Seekers | 19-Sep-15 | | Ms. Amber | 5,500 |
| 17 | Accounting for Non-Accounting Executives | 19-Sep-15 | | Syed Hassan | 6,800 |
| 18 | General & Islamic Banking | 26-Sep-15 | | Raj Kumar | 6,100 |
| 19 | Payroll Management & Preparation System | 26-Sep-15 | Ms. Sumaira | 6,400 | |
| 20 | Databases with Cloud Computing & BigData Concept | 26-Sep-15 | Naeem Thebo | 5,800 | |
| 18 | Effective Business Communication | 26-Sep-15 | Khalid Latif | 6,200 | |
| 19 | Decision making in Organization | 26-Sep-15 | Syed Hassan | 6,500 | |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|-------------------|---|--------------|--|--------------|---------|
| October-15 | | | | | |
| 1 | Core Banking Solution Implementation | 3-Oct-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Raj Kumar | 6,200 |
| 2 | Designing Effective Compensation & Benefits System | 3-Oct-15 | | Ms. Sumaira | 6,600 |
| 3 | Microsoft SharePoint 2010 | 3-Oct-15 | | Naeem Thebo | 5,700 |
| 4 | Performance Management; a continuous process ... ! | 3-Oct-15 | | Ms. Amber | 5,900 |
| 5 | Organization Culture & Office Environment | 3-Oct-15 | | Syed Hassan | 6,200 |
| 6 | Effective Tools for Business Analysis | 10-Oct-15 | | Raj Kumar | 6,500 |
| 7 | Important Employment Laws | 10-Oct-15 | | Ms. Sumaira | 7,200 |
| 8 | WordPress | 10-Oct-15 | | Naeem Thebo | 5,800 |
| 9 | Absolutely Essential, The Workplace Etiquettes | 10-Oct-15 | | Ms. Amber | 5,700 |
| 10 | Significance of Communication in Business for Success | 10-Oct-15 | | Syed Hassan | 6,100 |
| 11 | Designing Effective Compensation & Benefits System | 17-Oct-15 | | Ms. Sumaira | 6,600 |
| 12 | Basics of Stock Trading | 17-Oct-15 | | Raj Kumar | 5,400 |
| 13 | Microsoft SharePoint 2010 | 17-Oct-15 | | Naeem Thebo | 5,700 |
| 14 | Management By Motivation; a New Concept . . . | 17-Oct-15 | | Ms. Amber | 5,800 |
| 15 | Introduction of Corporate Finance | 17-Oct-15 | | Syed Hassan | 6,600 |
| 16 | Managing and Resolving Conflict | 24-Oct-15 | | Ms. Sumaira | 6,200 |
| 17 | Business Ethics and Etiquette | 24-Oct-15 | | Raj Kumar | 6,000 |
| 18 | Databases with Cloud Computing and BigData Concept | 24-Oct-15 | | Naeem Thebo | 5,800 |
| 19 | Ready Tool Kit For Job Seekers | 24-Oct-15 | | Ms. Amber | 5,500 |
| 20 | Accounting for Non-Accounting Executives | 24-Oct-15 | | Syed Hassan | 6,800 |
| 21 | SPSS for Researcher | 30-31-Oct-15 | | Nadeem Shah | 16,500 |
| 22 | Essentials of Occupational Safety & Health | 31-Oct-15 | | Ms. Sumaira | 6,300 |
| 23 | Business Process Re-engineering | 31-Oct-15 | | Raj Kumar | 6,600 |
| 24 | Effective Business Communication | 31-Oct-15 | | Khalid Latif | 6,200 |
| 25 | Decision making in Organization | 31-Oct-15 | | Syed Hassan | 6,500 |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|--------------------|---|--------------|--|--------------|---------|
| November-15 | | | | | |
| 1 | MS-EXCEL (Basic & Advance) with MS-Access & Dashboard / Business Intelligence / Financial & Business Modeling | 6-7-Nov-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Nadeem Shah | 15,500 |
| 2 | Accountancy for Professional | 6-7-Nov-15 | | Khalid Latif | 12,800 |
| 3 | Designing Effective Compensation & Benefits System | 7-Nov-15 | | Ms. Sumaira | 6,600 |
| 4 | Problem Solving and Root Cause Analysis | 7-Nov-15 | | Raj Kumar | 6,400 |
| 5 | Organization Culture & Office Environment | 7-Nov-15 | | Syed Hassan | 6,200 |
| 6 | Knowledge Management for Business Success | 14-Nov-15 | | Ms. Sumaira | 5,700 |
| 7 | Operation of Risk Management | 14-Nov-15 | | Raj Kumar | 6,800 |
| 8 | WordPress | 14-Nov-15 | | Naeem Thebo | 5,800 |
| 9 | Management By Motivation; a New Concept . . . | 14-Nov-15 | | Ms. Amber | 5,800 |
| 10 | Significance of Communication in Business for Success | 14-Nov-15 | | Syed Hassan | 6,100 |
| 11 | Industrial Relation & Labour Laws | 20-21-Nov-15 | | Ms. Sumaira | 16,000 |
| 12 | General & Islamic Banking | 21-Nov-15 | | Raj Kumar | 6,100 |
| 13 | Microsoft SharePoint 2010 | 21-Nov-15 | | Naeem Thebo | 5,700 |
| 14 | Performance Management; a continuous process ... ! | 21-Nov-15 | | Ms. Amber | 5,900 |
| 15 | Introduction of Corporate Finance | 21-Nov-15 | | Syed Hassan | 6,600 |
| 16 | Talent Management | 28-Nov-15 | | Ms. Sumaira | 5,800 |
| 17 | Core Banking Solution Implementation | 28-Nov-15 | | Raj Kumar | 6,200 |
| 18 | Databases with Cloud Computing & BigData Concept | 28-Nov-15 | | Naeem Thebo | 5,800 |
| 19 | Absolutely Essential, The Workplace Etiquettes | 28-Nov-15 | | Ms. Amber | 5,700 |
| 20 | Accounting for Non-Accounting Executives | 28-Nov-15 | | Syed Hassan | 6,800 |

| S/N | Course Name | Date | Time & Venue | Trainer | Fee Rs. |
|--------------------|---|--------------|--|--------------|---------|
| December-15 | | | | | |
| 1 | Team Building and Teamwork | 5-Dec-15 | 09:30 am to 05:30 pm Hotel Regent Plaza, Karachi | Ms. Sumaira | 6,000 |
| 2 | Effective Tools for Business Analysis | 5-Dec-15 | | Raj Kumar | 6,500 |
| 3 | Microsoft SharePoint 2010 | 5-Dec-15 | | Naeem Thebo | 5,700 |
| 4 | Management By Motivation; a New Concept . . . | 5-Dec-15 | | Ms. Amber | 5,800 |
| 5 | Decision making in Organization | 5-Dec-15 | | Syed Hassan | 6,500 |
| 6 | Intermediate/Advanced Microsoft PowerPoint | 12-Dec-15 | | Ms. Sumaira | 5,500 |
| 7 | Basics of Stock Trading | 12-Dec-15 | | Raj Kumar | 5,400 |
| 8 | Ready Tool Kit For Job Seekers | 12-Dec-15 | | Ms. Amber | 5,500 |
| 9 | Effective Business Communication | 12-Dec-15 | | Khalid Latif | 6,200 |
| 10 | Organization Culture & Office Environment | 12-Dec-15 | | Syed Hassan | 6,200 |
| 11 | Accountancy for Professional | 18-19-Dec-15 | | Khalid Latif | 12,800 |
| 12 | Microsoft Project Management 2010 | 19-Dec-15 | | Ms. Sumaira | 6,200 |
| 13 | Business Ethics and Etiquette | 19-Dec-15 | | Raj Kumar | 6,000 |
| 14 | Absolutely Essential, The Workplace Etiquettes | 19-Dec-15 | | Ms. Amber | 5,700 |
| 15 | Significance of Communication in Business for Success | 19-Dec-15 | | Syed Hassan | 6,100 |
| 16 | SPSS for Researcher | 23-24-Dec-15 | | Nadeem Shah | 16,500 |
| 17 | Operation of Risk Management | 26-Dec-15 | | Raj Kumar | 6,800 |
| 18 | Designing Effective Compensation & Benefits System | 26-Dec-15 | | Ms. Sumaira | 6,600 |
| 19 | Databases with Cloud Computing & BigData Concept | 26-Dec-15 | | Naeem Thebo | 5,800 |
| 20 | Performance Management; a continuous process ... ! | 26-Dec-15 | | Ms. Amber | 5,900 |
| 21 | Introduction of Corporate Finance | 26-Dec-15 | | Syed Hassan | 6,600 |