

Schedule of Indigenous On- Campus Training (IOT) "Management Skills for Administrators"

Organized by: Pakistan Institute of Engineering and Applied Sciences

Training Coordinator: Dr. Tariq Yasin, PIEAS Nilore Islamabad

Venue: TeleConferencing Hall **Date:** 27th -31st September 2014

Day - 1		27-10-2014	
	Session/ Timing	Themes	
Monday	0930 - 0940	Registration of participants	
	0940 - 0945	Recitation of verses from the Holy Quran and translation	Participant
	0945-1000	Welcome address and Opening remarks	Rector PIEAS
	1000-1020	Tea Break	A-Block
	Session-1 1020-1140	Human Dealing and Management	Dr. Inam Ur Rehman
	Session-2 1140-1310	Project Planning and Management	Dr. Afshan, AIOU
	1310-1410	Lunch and Prayer Break	PIEAS Cafeteria
	Session-3 1410-1540	Action Planning	Dr. Afshan, AIOU
Day- 2		28-10-2014	
Tuesday	Session-4 0945-1115	Negotiation Skills and Strategic Collaboration	Mr. Muhammad Ijaz
	1115-1140	Tea Break	A-Block
	Session-5 1140-1310	Strategic Planning Skills	Dr. Imtiaz Ali, Chairman CADD
	1310-1410	Lunch and Prayer Break	PIEAS Cafeteria
	Session-6 1410-1540	PC-1 Formulation	Dr. Imtiaz Ali
Day- 3		29-10-2014	
Wednesday	Session-7 0945-1115	Attainment of Academic Excellence	Dr. Muhammad Aslam, Rector PIEAS
	1115-1140	Tea Break	A-Block
	Session-8 1140-1310	Time Management	Dr. Mariam Din, NUML
	1310-1410	Lunch and Prayer Break	PIEAS Cafeteria
	Session-9 1410-1540	Motivation Skills	Dr. Mariam Din, NUML
Day- 4		30-10-2014	
Thursday	Session-10 0945-1115	Leadership in R & D institute	Dr. Muhammad Aslam, Rector PIEAS
	1115-1140	Tea Break	A-Block
	Session-11 1140-1310	Conflict Management	Dr. Syed Ali Raza, NUML
	1310-1410	Lunch and Prayer Break	PIEAS Cafeteria
	Session-12 1410-1540	Unified Communication in Academia & Administration	Dr. Syed Ali Raza, NUML
Day- 5		31-10-2014	
Friday	Session-13 0900 - 1030	What HR wants?	Abdul Ghaffar Tahir
	1030-1155	Tea Break	A-Block
	Session-14 1055 - 1215	Purpose of Life	Dr. Inam Ur Rehman
	1215-1345	Lunch and Prayer Break	PIEAS Cafeteria
	Session-15 1345- 1500	Interpersonal relations and image building	Mr. Muhammad Ijaz
	1500-1530	Closing Ceremony	
	1530-1545	Refreshment	