



Training Calendar

2021-22



PUBLIC TRAINING CALENDAR 2021-22

TRAINING TITLE	DURATION	DATES
July 2021		
Microsoft Excel Advanced	2 days	6 to 7 July
Computerized Accounting with QuickBooks	2 days	13 to 14 July
Monitoring and Evaluation	2 days	27 to 28 July
August 2021		
Customer Service	2 days	3 to 4 August
High Impact Communication Skills	2 days	10 to 11 August
Handling Grievance at Workplace	1 day	17 August
Graphic Designing with Photoshop	2 days	24 to 25 August
September 2021		
Proposal Writing for NGOs	2 days	1 to 2 September
Leadership Skills	2 days	7 to 8 September
Digital Transformation	2 days	14 to 15 September
Basic Etiquette for Support Staff	1 day	22 September
October 2021		
Delivering Effective Presentations	2 days	5 to 6 October
Financial Modeling with Excel	3 days	12 to 14 October
Becoming A More Effective Manager	2 days	19 to 20 October
Social Media Marketing	2 days	25 to 26 October

TRAINING TITLE	DURATION	DATES
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TRAINING TITLE	DURATION	DATES
November 2021		
High Impact Communication Skills	2 days	3 to 4 November
Time Management	1 day	9 November
Applied Project Management	2 days	22 to 23 November
Microsoft Project	2 days	24 to 25 November
December 2021		
Computerized Accounting with QuickBooks	2 days	7 to 8 December
Improving Your Selling Skills	2 days	14 to 15 December
Microsoft Excel Advanced	2 days	21 to 22 December
Mastering Office Management Skills	2 days	28 to 29 December
January 2022		
Supervisory Skills	2 days	4 to 5 January
HR Management	2 days	11 to 12 January
Six Sigma Green Belt	5 days	17 to 21 January
Performance Management and Appraisals	2 days	25 to 26 January
February 2022		
Decision Making and Solving Problems	2 days	2 to 3 February
High Impact Communication Skills	2 days	8 to 9 February
Digital Transformation	2 days	15 to 16 February
Time Management	1 day	22 February
March 2022		
Microsoft Excel Advanced	2 days	8 to 9 March
Leadership Skills	2 days	15 to 16 March
Mastering Office Management Skills	2 days	21 to 22 March
Supply Chain Management	2 days	29 to 30 March

TRAINING TITLE	DURATION	DATES
April 2022		
HR Management	2 days	5 to 6 April
Social Media Marketing	2 days	12 to 13 April
Basic Etiquette for Support Staff	1 day	19 April
Effective Writing Skills	2 days	26 to 27 April

May 2022		
High Impact Communication Skills	2 days	10 to 11 May
Supervisory Skills	2 days	17 to 18 May
Applied Project Management	2 days	24 to 25 May
Microsoft Project	2 days	26 to 27 May

June 2022		
Social Media Marketing	2 days	7 to 8 June
Delivering Effective Presentations	2 days	13 to 14 June
Stress Management at Workplace	2 days	21 to 22 June
Becoming A More Effective Manager	2 days	28 to 29 June

Group nominations

For group nominations, all programs above can be scheduled on any dates as convenient to the group if the group size is at least 10 persons.

Discounts

10% discount is offered to groups of 3 persons or more.

About MDi

Management Development Institute – MDi Pakistan – was established in 1999 to provide international quality education, training, consulting and project development services. We serve both individuals and organizations from all three sectors:

Corporate Sector including local and international companies

Development Sector including international development agencies, UN organizations and local as well as international NGOs

Public Sector including government ministries and statutory bodies.

With our main office headquartered in Islamabad, MDi offers its education, people development and organizational development programs and services to clients in all major cities of Pakistan and in the neighboring countries including Afghanistan.

What We Do – A Quick Overview

MDi Pakistan programs and services can be categorized in the following areas.

Management Training and Consulting:

- Executive Training Programs
- Consulting and Project Development Services
- Training Curriculum Design and Content Development
- E-Learning Programs including LMS and Performance Management
- Entrepreneurship and Micro-Enterprise Development

Education and Youth Programs:

- MDi Business School (BBA, MBA and Masters Degrees)
- English Language and IELTS
- Business Skills Foundation and Youth Programs
- University Placements and Transfer to Overseas On-campus Programs

All of the above programs and services are connected to one, unifying theme i.e. **People and Organizational Development**

MDi Online Training Solutions

MDi is one of the pioneers of e-learning in Pakistan and offers a variety of e-learning solutions to its clients.

1. Virtual Training

We offer robust and fully **interactive online training programs** at 20% reduced prices. Contact us to inquire for virtual training sessions on any of the topics mentioned in the training calendar 2020-21 above.

2. E-Learning Courses

MDi also offers off-the-shelf e-learning courses from some of the world's largest e-learning providers. Please visit <https://mdi.com.pk/training/e-learning/> for details.

Contact Us



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