

SENIOR OFFICERS' MANAGEMENT COURSE

14 May - 03 August 2012

BRIEF OUTLINES OF SOMC MODULES

Module 1: COMMUNICATION SKILLS FOR LEADERS	Duration (Sessions)
Intro to Organizational Communication/ As Leadership Onus	1
Understanding your Communication Style	2
Communication Barriers, Non-Verbal, Cross-Cultural	3
Presentation Skills	3
Empathic Listening	1
Managing Complaints and Feedback	2
Impact of Perception and Emotion on Communication	1
Assertive Communication Skills	1
Technical Writing	1
Interviews and Interrogations	1
Conducting Effective Meetings	2
Presentations by Participants	1

Module 2: ORGANIZATIONAL BEHAVIOR & LEADERSHIP ISSUES	Duration (Sessions)
Cognitive Psychology	3
Psychology of Decision Making	3
Emotional Intelligence	3
Religious, Ethical & Moral Dimensions of EI	2
Dev. of Science and History of Atomic Energy Program	3
Human Understanding, Behavior and Dealings	3
Divine Guidance: Where are we heading to?	2
In search of Peace of Mind and Happiness	2
Leadership Theories, Styles, Roles	3
Effective Delegation and Empowerment	3
Conflict Management and Negotiation Skills	3
Stress Management	2
Office Management	3

Module 3: STRATEGIC PLANNING	Duration (Sessions)
Strategic Analysis and Planning	6
Goal Setting	3
Innovation and Science Policy	2
Foresighting and Strategizing	3

Module 4: ADMINISTRATIVE AND FINANCIAL FRAMEWORK IN STRATEGIC COMMISSIONS	Duration (Sessions)
NCA Act 2010 and its legislative implications	2
Organizational Structure of NCA	1
Delegation of Powers	2
An Overview of ESR 2011	2
NCA Accommodation Allocation Rules 2010	1
NCA Transport Rules 2010	1
NCA Medical Attendance and Treatment Rules 2010	1
NCA E&D Rules 2010 and Court Matters	2
Security Culture	1
Budgeting Process in Strat Comm	2
Audit Matters	1
Procurement Matters	2

Module 5: PRINCIPLES OF ACCOUNTING AND FINANCIAL MANAGEMENT	Duration (Sessions)
Basic Accounting Procedure	3
Finance for Non-financial Managers	3
Cost Accounting Procedure	2
Integration of Strategy and Finance	3

Module 6: STRATEGIC STUDIES (INTERNATIONAL RELATIONS)	Duration (Sessions)
Geostrategic landscape	1
Role of Diplomacy in IR	1
Worldwide prospects of Nuclear Power	1
Introduction to International Law	1
Intro to Int'l Org and Regional Groups	1
Nuclear Management Structure in Pakistan	1
Contours of Nuclear Non-proliferation Regime	0.5
Multilateral Export Control Arrangements	0.5
Issues at Conference on Disarmament	1
Evolution of India-Pakistan Nuc Prog.	0.5
Nuclear Doctrine / Policies of India and Pakistan	0.5
Conventional and Nuclear CBMs	1
Chemical and Biological Policy of Pakistan	1
Missile Programs of India and Pakistan	0.5
Indian Ballistic Missile Defence & Regional Impl.	0.5
Space Programs of India and Pakistan	1
Panel Discussions	2

Module 7: PROJECT MANAGEMENT	Duration (Sessions)
Preparation of Proposals/ Feasibility Reports for Development Projects	6
Project Management	3
Quality Management Systems	3
Entrepreneurship	3

Module 8: COURSE PROJECTS

- Subject to change