

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



No. 5(2)/2020-HR-I

Islamabad, the 6<sup>th</sup> January, 2021

**CIRCULAR**

**Subject: - TRAINING COURSE ON LEADERSHIP & MANAGEMENT SKILLS FOR DEVELOPMENT PRACTITIONERS FROM JANUARY, 25-27, 2021.**

Please find enclosed herewith a copy of Establishment Division's self-explanatory letter No 1(14)/2020-2021/T/RO(IV) dated 23<sup>rd</sup> December, 2020 on the subject cited above.

2. In the said letter, Establishment Division, has informed that Akhter Hameed Khan National Centre of Rural Development Islamabad (AHKNCRD), has organized three days training course on **LEADERSHIP & MANAGEMENT SKILLS FOR DEVELOPMENT PRACTITIONERS** from January, 25 to 27, 2021. Guidelines for the subject training courses are mentioned in the above referred letter of Establishment Division.

3. Interested officers who fulfill the eligibility criteria may forward their nomination duly approved by the heads of the wings to (HR-I) Section latest by **15-01-2021** positively for onward submission to the quarter concerned.

**Encl: As above**

**(Muhammad Imtiaz)**  
Deputy Director (HR-I)

✓ **Manager (IT), Ministry of Commerce** with the request to kindly upload the same on the website of this Ministry.



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F.No. 1(14)/2020-21/T/RO(IV)  
Government of Pakistan  
Establishment Division  
Akhtar Hameed Khan  
National Centre for Rural Development  
Park Road, Chak Shahzad ,  
Islamabad

Director General

December 23, 2020

Subject: **TRAINING COURSE ON "LEADERSHIP AND MANAGEMENT SKILLS FOR DEVELOPMENT PRACTITIONERS" FROM JANUARY 25-27, 2021.**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) an Executive Department of the Establishment Division is responsible for promoting the cause of rural development in Pakistan, through its programmes of capacity building and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, functionaries of Nation Building Departments (NBDs) including women functionaries and NGOs to improve their professional skill and promote sharing of experiences.

2. AHKNCRD plans to organize a three days training course on "Leadership and Management Skills for Development Practitioners" from January 25-27, 2021. The major objectives of the training course are:

- To have an overview of the concept of leadership and management;
- To discuss the role of leadership and management skills at work places,
- To discuss leadership strategies for managing the organizational performance; and,
- To provide a forum for sharing of experiences with regard of management issues.

3. Keeping in view the importance of the programme, it is requested that nominations of 4-5 suitable officers/functionaries from your department/organization with adequate experience of working in development oriented activities/programmes, may kindly be sent to AHKNCRD latest by 22<sup>nd</sup> January, 2021.

4. No training fee will be charged for this training course. However, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are provided in the Hostel located within AHKNCRD Complex on double occupancy basis on approved rates. The hostel has a mess where breakfast, lunch and dinner are served on self-finance basis. Participants may please be informed that family members/children and servants are not allowed to stay with them in the hostel.

5. Mr. Zahid Hussain, Research Officer, will be the course coordinator. Queries, if any may be addressed to him. His contact details are:

Telephone No.: 051-9255153, Fax No.: 051-9255157  
E-mail: ro4@ncrd.gov.pk

With regards,

Sincerely,

  
(ISRAR MOHAMMAD KHAN)

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- Concerned Federal & Provincial Government Departments/ Organizations, Pakistan
- Concerned NGO's in Pakistan