

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)2024-Admn-I/HR-I

Islamabad, the 23rd April, 2024

CIRCULAR

SUBJECT: FIVE DAYS' TRAINING WORKSHOP ON "LEADERSHIP AND MANAGEMENT SKILLS FOR PROFESSIONAL", MAY 13-17, 2024.

DEADLINE: 03-05-2024

FIVE DAYS' TRAINING COURSE ON "CLIMATE CHANGE-IMPLICATIONS AND ADAPTATION", MAY 20-24, 2024.

DEADLINE: 06-05-2024

THREE DAYS' TRAINING WORKSHOP ON "E-GOVERNANCE FOR SERVICE DELIVERY", MAY 27-29, 2024.

DEADLINE: 10-05-2024

Please find enclosed herewith copies of self-explanatory letters regarding training courses received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above-mentioned subjects for placing on the website of the Ministry of Commerce.

2. Interested / relevant officers from Ministry who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section. *Nominations received after the deadline will not be entertained.*

Encl: As Above


(Mirza Haseeb Baig)
Section Officer

✓ Database Administrator,
Ministry of Commerce,
Islamabad



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F. No. 2(8)/2023-24/TW/RO-II
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
PARK ROAD, CHAK SHAHZAD - ISLAMABAD

DIRECTOR GENERAL

April 03, 2024

SUBJECT: FIVE DAYS' TRAINING WORKSHOP ON "LEADERSHIP AND MANAGEMENT SKILLS FOR PROFESSIONALS", MAY 13-17, 2024

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Departments including NGO's in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD plans to organize a five days training workshop on "Leadership and Management Skills Professionals" from May 13-17, 2024. The major objectives of the training workshop 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.

No training fee will be charged for the training, however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex, on the approved rates on double occupancy basis. Food expenses will be borne by the participants and staff is available in the Hostel for necessary services.

4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 2-4 suitable officers from your department/organization are sent to NCRD by May 10th, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	whether hostel facility is required
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Workshop Coordinator: Mr. Muhammad Ahsan Jamil, Research Officer

Telephone No.: 051-9255326 Fax No.: 051-9255157; E-mail: ro2@nerd.gov.pk

With regards,


Sincerely,
(FISSAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Sindh-Karachi, Khyber Pakhtunkhwa Peshawar, Baluchistan-Quetta, Gilgit Baltistan-Gilgit & AJ&K-Muzaffarabad)
- Deputy Commissioners (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs