

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.5 (2)2021-HR-I

Islamabad, the 10th December, 2021

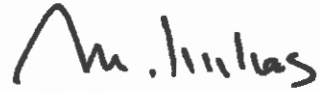
CIRCULAR

SUBJECT: - THREE DAYS' TRAINING WORKSHOP ON "LEADERSHIP AND MANAGEMENT SKILLS FOR PROFESSIONAL" DECEMBER 20-22, 2021

Please find enclosed herewith a copy of self explanatory letter No. 1(8)/2021-22/TW/AD (T) dated 23rd November, 2021 received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD) on the above mention subject for placing on the website of the Ministry of Commerce for information.

2. The interested officers of the Ministry who fulfill the eligibility criteria may forward their nomination, duly approved by the respective head of the wing to HR-I section by 13-12-2021 positively.

Encl: As above


(Muhammad Imtiaz)
Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce
Islamabad



Ph: 051-9255154
Fax: 051-9255157

F. No. 1(8)/2021-22/TW/AD(T)
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
PARK ROAD, CHAK SHAHZAD - ISLAMABAD

DIRECTOR GENERAL

November 23, 2021

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "LEADERSHIP AND MANAGEMENT SKILLS FOR PROFESSIONALS", DECEMBER 20-22, 2021.

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 three days training workshop on "Leadership and Management Skills for Professionals", from 20-22 December, 2021. 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.

3. **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 **December 13th, 2021**. 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.

Course Coordinator: Mr. Bilal Raza, Assistant Director

Telephone No.: 051-9255167 **Fax No.:** 051-9255157; **E-mail:** bilal@ncrd.gov.pk

With regards,

Sincerely,


(ISRAR MUHAMMAD 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