

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 24th April, 2024

CIRCULAR

SUBJECT: FIVE DAYS' TRAINING COURSE ON "MODERN LIBRARY SERVICES IN DIGITAL ENVIRONMENT" FROM 06-10 MAY, 2024.

DEADLINE: 29-04-2024

THREE DAYS' TRAINING WORKSHOP ON "COMMUNICATION AND PRESENTATION SKILLS" FROM 20-22 MAY, 2024.

DEADLINE: 03-05-2024

AHKNCRD-AARDO'S REGIONAL OFFICERS' COLLABORATIVE ONE-DAY NATIONAL SEMINAR ON " CLIMATE CHANGE: ISSUES, MITIGATION AND ADAPTATION" ON 23RD MAY, 2024.

DEADLINE: 06-05-2024

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(10)/2023-24/IW/AD(T-II)
Government of Pakistan
Establishment Division
AHKNational Centre for Rural Development
Park Road, Chak Shahzad – Islamabad

DIRECTOR GENERAL

April, 17th 2024

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "COMMUNICATION AND PRESENTATION SKILLS" FROM 20-22 MAY, 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 Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a three-day training workshop on "Communication and Presentation Skills" from 20-22nd May, 2024. The major objectives of the training programme include:

- To empower participants with effective verbal and non-verbal communication skills;
- To equip participants with techniques for structuring and delivering compelling presentations; and
- To foster confidence and professionalism in communication and presentation settings;

3. No training fee will be charged for the training sessions; 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 and on 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which the staff is available in the Hostel.

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 4-5 suitable officers from your department/organization are sent to NCRD by 25th May, 2024. The nomination letter is required to include:

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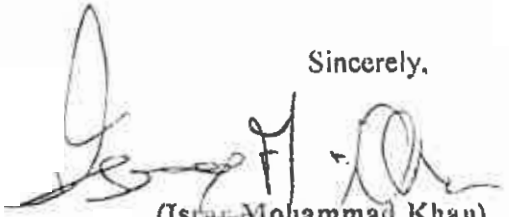
Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: M. Maira Razaq, Assistant Director (T-II)

E-mail: ad2@ncrd.gov.pk; Tel: 051-9255158

With regards,

Sincerely,


(Israr Mohammad Khan)

Distribution to:

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