

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)2025-Admn-I/HR-I

Islamabad, the 21st January, 2025

CIRCULAR

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON
"COMMUNICATION AND PRESENTATION SKILLS FOR
PROFESSIONALS" FROM 24-26 FEBRUARY, 2025.

Please find enclosed herewith copies of self explanatory letters No. 2(8)/2024-25/TW/AD (T-II), dated 9th January, 2025 received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by 10-02-2025 positively. *Nominations received after the deadline will not be entertained.*

Encl: As Above



(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad



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F.No.2(8)/2024-25/TW/AD(T-II)

Government of Pakistan
Establishment Division

AHK National Centre for Rural Development
Park Road, Chak Shahzad – Islamabad

DIRECTOR GENERAL

January, 09 2025

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "COMMUNICATION AND PRESENTATION SKILLS FOR PROFESSIONALS" FROM 24-26 FEBRUARY, 2025

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 for Professionals" from 24-26th February, 2025. 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 19 February, 2025. 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: Ms. Malra Razzaq, Assistant Director (T-II)

E-mail: adr2@ncrd.gov.pk; Tel: 051-9255158

With regards,

Sincerely,

(Signature)
(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 Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs