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

DIRECTOR GENERAL

A-5 (Dev/HRM)

April 03, 2024

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

9.7/04
Manzur Sumra
Secretary

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 for 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.

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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.

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

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 facilities 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@ncrd.gov.pk

With regards,

Sincerely,

IS (HRM-1)
SO (HRM-12) 19/5

(ISRAR MOHAMMAD KHAN)

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271
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