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F.No.2(10)/2023-24/TW/AD(T-II)  
Government of Pakistan  
Establishment Division  
AHK National Centre for Rural Development  
Park Road, Chak Shahzad – Islamabad

DIRECTOR GENERAL

April, 17<sup>th</sup> 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 National Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

AHKNCRD is planning to organize a three-day training workshop on "Communication and Presentation Skills" from 20-22<sup>nd</sup> 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;

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.

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 4-5 suitable officers from your department/organization are sent to NCRD by 15<sup>th</sup> 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: Ms. Maira Razzaq, Assistant Director (T-II)

E-mail: [act2@ncrd.gov.pk](mailto:act2@ncrd.gov.pk); Tel: 051-9255158

With regards,

A-5(Dev/HRM)

J-S (HRM)

PS (HR-V)

Additional Secretary  
(Admin/Org/SILA)  
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 Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs

SO (HRM-IV)

24/4

DevCom, M/o PD&SI  
Diary No. 1215  
Date: 26.04.2024

J-S (HRM) Office  
Diary No. 745  
Date: 24-4-24

Deputy Secretary (Admin)  
Diary No. 298  
Date: 24-4-2024

Office of the Secretary  
Diary No. 6848  
Date: 22-04-24

Office of the AS (HRM/Dev)  
Diary No. 309  
Date: 23/4