

By Email

**GOVERNMENT OF PAKISTAN
MINISTRY OF AVIATION (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS, ISLAMABAD**

No. E-29(10)A/2023 439

Dated; ^{24/4} April, 2024

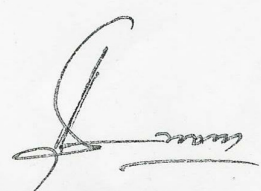
CIRCULAR

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

Please find enclosed herewith a copy of Establishment Division, AHK National Centre for Rural Development, Islamabad letter No. F.No. 2(10)/2023-24/TW/AD(T-II) dated 17-04-2024.

2. Please furnish nomination of officers who are interested for subject course on or before 2nd May, 2024, for onward submission to Establishment Division, AHK National Centre for Rural Development, Islamabad.

Encl: (As above)


(SHAHROOM KHAN)
Superintendent (E)
Meteorological Services

Distribution: -

1. Chief Met. R&D / NDMC, Islamabad.
2. Director, NWFC / Planning / NAMC/ Seismic/ IT, Met. HQs Islamabad.
3. Dy. Director, Coordination, Met, HQs Islamabad.
4. DCAO, GA / Budget, Met, HQs Islamabad.
5. Web Master, IT Unit, Islamabad. Please upload the above mention letter in PMD official website.



Ph:051-9255154
Fax:051-9255157

F.No.2(10)/2023-24/TW/AD(I-ii)

Government of Pakistan
Establishment Division
AHKNational Centre for Rural Development
Park Road, Chak Shahzad – Islamabad

1-831

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 15th 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: adt2@ncrd.gov.pk; Tel: 051-9255158

With regards,

Sincerely,

Supdt (XE)

Mr Sikandar
23/4/24

(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 & A.J&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs

DR (P)	
DR (NW/FC)	
DR (CO)	
Dy No	403
Date	23/4/24