

EXECUTIVE PROGRAMME WING**ANNUAL TRAINING PROGRAMME FOR YEAR 2018 FOR THE OFFICERS IN BS 17 TO 19**

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
1.	Promotion Policy / Rules	08-01-2018 To 12-01-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Relevant Provisions of Civil Servants Act 1973 • Civil Servants APT Rules • Civil Servants Seniority Rules 1993 • Salient features of Promotion Policy • Quantification 	<ul style="list-style-type: none"> • Creating awareness on existing framework of rules on promotion in the Federal Government. • Improving professional expertise in preparation of cases for promotion at various levels 	BS – 17 To BS - 19
2.	Improving Personal Effectiveness	22-01-2018 To 26-01-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • How to improve personal effectiveness, ethos and attitudinal change • Managing self and SWOT analysis • Emotional intelligence for successful leaders • How to improve interpersonal communication skills • Attitudinal change 	<ul style="list-style-type: none"> • Improving self-awareness, confidence building, teamwork and interpersonal communication skills 	BS – 17 To BS - 19
3.	Public Sector Management	06-02-2018 To 02-03-2018 (Four Weeks- Part-Time)	<ul style="list-style-type: none"> • Rules of Business • Secretariat Noting and Drafting • Secretariat Instructions & Office Procedures • Financial Rules & Budgeting • Daftri Urdu • Human Resource Management • Service Laws & Rules • MIS & e-government • Forms of Communications 	<ul style="list-style-type: none"> • Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organizations. 	BS – 17 To BS - 18

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
4.	Effective Communication and Negotiations Skills	12-03-2018 To 16-03-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Fundamentals of communication and negotiation skills • Improving organizational communication • Negotiation and problem solving techniques • The role of information technology for improving communication skills 	<ul style="list-style-type: none"> • To cater emerging requirements of negotiation and communication skills for effective utilization of human resources. • Clarity in language to avoid consequences affecting organizational purpose 	BS – 17 To BS - 19
5.	Daftry Urdu	26-03-2018 To 30-03-2018 (Five days- Part-Time)	<p>۱۔ دفتر کی زبان کی تعریف، اہمیت و افادیت ۲۔ کیفیت، نوٹس ۳۔ اقسام، مراسلتہ ۴۔ دفتر کی اصلاحات ۵۔ مسودہ نوٹس</p>	<ul style="list-style-type: none"> • To build capacity to read and write rules in National Language with a sound understanding of Urdu terminology. 	BS – 17 To BS - 19

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6.	Budget Preparation and implementation in Public Sector	09-04-2018 To 13-04-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Constitutional Provisions:- Articles 78 to 82 • Budget Introduction (GFR 62- 66) <ul style="list-style-type: none"> i) Difference between current and development budget ii) Part of current budget i.e. part I & II etc. • General Procedure for Estimating (GFR 67- 68) • Estimates of Revenue and Ordinary Expenditure (FGR 69, 70, 70, 70-A, 71) • Estimates of Fresh Charges (GFR 74, 75, 76, 77, 79) . • An overview of New System of Financial Control and Budgeting – 2006 • Relationship between delegation of powers and GFR. 	<ul style="list-style-type: none"> • To build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject 	<p style="text-align: center;">BS – 17 To BS - 19</p>

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7.	Orientation in Office Procedure	23-04-2018 To 27-04-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Organization & structure of the Federal Government (ROB) , 1973. • Distribution of work & responsibilities • Basics of Secretariat Instructions: • Basics of conduct of business in the Parliament (ROB) 1973. • Legislation (ROB, 1973. • Handling of classified documents • Recording, Indexing & weeding of files • Consultation among Divisions (ROB, 1973) • Miscellaneous (Secretariat Instructions 57 – 63 Appendix-E). • Conduct of cases of the Federal Govt. in courts (SL Appendix ‘F’ Sub section 1 -4 & 20-23). 	<ul style="list-style-type: none"> • To enhance skills of participants in Office Procedures & Practices 	BS – 17 To BS - 18
8	Service Laws and Rules	7-05-2018 To 11-05-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Civil Servants Act-1973 • Government Servants Conduct Rules, 1964 • General Principles of Leave • Revised Leave Rules 1980 • TA / DA Rules 	<ul style="list-style-type: none"> • To refresh professional knowledge for better understanding /application of rules on the subject 	BS – 17 To BS - 18
9.	Disciplinary Procedure in Government Offices	25-06-2018 To 29-06-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Civil Servants Act- 1973 • Government Servant (Conduct) Rules-1964. • Civil Servant Efficiency and Discipline Rules- 1973. • Civil Servants (Appeal) Rules- 1977 • Mechanism for legal relief and redressal of grievances 	<ul style="list-style-type: none"> • To update knowledge of officers about the rules / procedures specifically related to discipline procedure in the public sector organizations. 	BS – 17 To BS - 18

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
10.	Effective Communication and Negotiation Skills	09-07-2018 To 13-07-2018 (Five days-Part-Time)	<ul style="list-style-type: none"> • Fundamentals of communication and negotiation skills • Improving organizational communication • Negotiation and problem solving techniques • The role of information technology for improving communication skills 	<ul style="list-style-type: none"> • To cater emerging requirements of negotiation and communication skills for effective utilization of human resources. • Clarity in language to avoid consequences affecting organizational purpose 	BS – 17 To BS - 19
11.	Human Rights	23-07-2018 To 27-07-2018 (Five days-Part-Time)	<ul style="list-style-type: none"> • Fundamental of Human Rights in Islam • Rights of the Minorities and women under 1973 constitution. • International obligations of Pakistan in respect of Human Rights - implementation mechanism • Issues of Human Rights in contemporary environment • Bonded Labor , Discrimination etc 	<ul style="list-style-type: none"> • To create awareness on Human Rights specially obligations of the State of Pakistan towards International Conventions 	BS – 17 To BS - 19
12.	Problem Solving and Decision Making	06-08-2018 To 10-08-2018 (Five days-Part-Time)	<ul style="list-style-type: none"> • The nature of problems and decision making process • How to deal with multiple problems and maximum chance of solutions • Theoretical models of decisions making and problem solving techniques • Difficulties in the implementation of decisions in the public sector and way forward to ensure success 	<ul style="list-style-type: none"> • To impart knowledge on modern techniques of decision making through learning alternatives and to implement preferred solutions. 	BS – 17 To BS - 19

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13.	Disaster Management A Conceptual framework.	13-08-2018 To 17-08-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Disaster Risk Situation and Pakistan's vulnerabilities • Disaster management cycle – Understanding the concept • International DRR frameworks and their linkage with national policy and plans • National DRR Policy and NDMP – An overview DRR mainstreaming and its linkage with development process • Policy level multi-hazard mitigation measures • Response mechanism and international appeal. • Linking CBDRM with annual development planning • Mainstreaming vulnerable groups in DRM • Climate risk management : Challenges and opportunities International humanitarian standards and principles 	<ul style="list-style-type: none"> • To create awareness on the subject • To create awareness for actions by individuals, groups and organizations in crises. • To prepare them to set and maintain standardized procedure to overcome crises • To enable them to disseminate information to relevant stakeholders 	BS – 17 To BS - 18
14	Good Governance in Public Sector	03-09-2018 To 07-09-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Good Governance Definition, Scope & its facets • Elements of good governance • Challenges of Good Governance in Pakistan • How to improve Good Governance in Public institutions • Decision Making Process & its implementation 	<ul style="list-style-type: none"> • To create awareness about the major components of good governance • To create effective response to the present and future needs of society 	BS – 17 To BS - 19

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
15	Microsoft PowerPoint 2013/2016	10-09-18 to 14-09-18 (One week part-time)	<ul style="list-style-type: none"> • PowerPoint Overview • PowerPoint Views • Creating a New Presentation • Formatting Text • Drawing Tools & Drawing Skills • Graphics and Clipart • Tables and Charts • Slide Masters and Templates • Transitions and Animation • Slide Shows • Multi-media, Linked and Embedded Objects • Saving presentations • Slide Show Preparation • Custom Shows • Speaker Notes and Handouts • Presenting With PowerPoint • Printing Presentations 	To build and enhance PowerPoint presentation capabilities of Government employees	BS-17 To BS-19
16.	Changing Dynamics in Public Administration	24-09-2018 To 28-09-2018 (Five days-Part-Time)	<ul style="list-style-type: none"> • Public Administration in perspective. • Government Organizations and its functions • Changing role of Bureaucracy and transformation Leadership. • Way forward for Improving Performance in the Public Sector • E-Governance 	<ul style="list-style-type: none"> • To develop understanding on working of the Government by adding value to essentials of Public Administration for better delivery of services in the light of emerging needs of modern society • To enhance leadership skills by introducing changing role of bureaucracy 	BS – 17 To BS – 19

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
17.	Public Sector Management	08-10-2018 To 02-11-2018 (Four-weeks Part-Time)	<ul style="list-style-type: none"> • Rules of Business • Secretariat Noting and Drafting • Secretariat Instructions & Office Procedures • Financial Rules & Budgeting • Daftri Urdu • Human Resource Management • Service Laws & Rules • MIS & e-government Forms of Communications	<ul style="list-style-type: none"> • Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organizations 	BS – 17 To BS - 18
18.	ICT & E-Governance	05-11-18 to 09-11-18 (One week part-time)	<ul style="list-style-type: none"> • Introduction to Information & Communication Technology (ICT) • Improving decision making using ICT • Process Improvement using ICT • ICT as a Cross-Cutting field • ICT in Professional & Daily Life • What is E- Governance? • Advantages of E-Governance • Types of E-Governance Transactions • Types of E- Governance Services • Goals of E- Governance 	To build knowledge and improve know how about ICT and E-Governance of the public sector employees.	BS – 17 To BS - 18

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
19.	Budget Preparation and implementation in Public Sector	12-11-2018 To 16-11-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Constitutional Provisions:- Articles 78 to 82 • Budget Introduction (GFR 62- 66) • iii)Difference between current and development budget • iv)Parts of current budget i.e. part I & II etc. • General Procedure for Estimating (GFR 67- 68) • Estimates of Revenue and Ordinary Expenditure (FGR 69, 70, 70, 70-A, 71) • Estimates of Fresh Charges (GFR 74, 75, 76, 77, 79) • An overview of New System of Financial Control and Budgeting – 2006 • Relationship between delegation of powers and GFR 	<ul style="list-style-type: none"> • To build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject 	BS – 17 To BS - 18

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20.	Microsoft Office 2013/2016	19-11-18 to 30-11-18 (Two weeks part-time)	<ul style="list-style-type: none"> • How to create, edit & format documents, spread sheets & presentations. • Paragraph & page numbering • Page Layout/Page Setup • Auto Text/ Quick Part Entries • Recording and use of Macros • Working with Tables • Mail Merge (complete) • Table of Contents • Track Changes • Handling of MS Office Options/Settings • Use of Template • Formulas & Functions • Conditional Formatting • Sort & Filter • Searching Data Timely & Easily • Proofing document, worksheet & presentation • Save, Protect and Print documents, spreadsheets & presentations • Internet Browsing, Surfing and Email handling • MS office online • Sharing of data without opening email • Using file on Computer & Cell Phone 	<ul style="list-style-type: none"> • To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. • To provide hands-on knowledge about latest MS office features (21st century tools). • To develop skills to perform daily office task efficiently & effectively. • To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public. 	BS - 17 To BS - 19

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
21.	Daftri Urdu	26-11-2018 To 30-11-2018 (Five days- Part-Time)	۱۔ دفتری زبان کی تعریف، اہمیت و افادیت ۲۔ کیفیت، نوٹسی ۳۔ اقسام مراسلت ۴۔ دفتری اصلاحات ۵۔ مسودہ نوٹسی	<ul style="list-style-type: none"> To build capacity to read and write rules in National Language with a sound understanding of Urdu terminology 	BS – 17 To BS - 19
22.	Public Procurement Rules and Procedures	10-12-2018 To 14-12-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • PPRA's Authority Ordinance 2002 • Introduction (Ordinance 2002) • PPRA Rules 2004 <ul style="list-style-type: none"> - Definition - Procurement Planning - Advertisement - Pre-Qualification - Methods of Procurement - Opening & Evaluation of bids - Acceptance / Award of Contents - Redressal of Grievances 	<ul style="list-style-type: none"> • To develop understanding of Government rules / procedures on procurement of goods, works and services. • Significance of integrity in spending public money. • To observe economy and regularity while spending public money. 	BS – 17 To BS - 18
23	Office Procedure and Practices	24-12-2018 To 28-12-2018 (Five days- Part-Time)	<ul style="list-style-type: none"> • Civil Servants Act – 1973 • Government Servants Conduct Rules, 1964 • General Principles of Leave • Revised Leave Rules 1980 • TA / DA Rules 	<ul style="list-style-type: none"> • To refresh professional knowledge for better understanding /application of rules on the subject 	BS – 17 To BS - 18