

**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.	<b>Promotion Policy / Rules</b>	08-01-2018 To 12-01-2018  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Relevant Provisions of Civil Servants Act 1973</li> <li>• Civil Servants APT Rules</li> <li>• Civil Servants Seniority Rules 1993</li> <li>• Salient features of Promotion Policy</li> <li>• Quantification</li> </ul>	<ul style="list-style-type: none"> <li>• Creating awareness on existing framework of rules on promotion in the Federal Government.</li> <li>• Improving professional expertise in preparation of cases for promotion at various levels</li> </ul>	BS – 17  To  BS - 19
2.	<b>Improving Personal Effectiveness</b>	22-01-2018 To 26-01-2018  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• How to improve personal effectiveness, ethos and attitudinal change</li> <li>• Managing self and SWOT analysis</li> <li>• Emotional intelligence for successful leaders</li> <li>• How to improve interpersonal communication skills</li> <li>• Attitudinal change</li> </ul>	<ul style="list-style-type: none"> <li>• Improving self-awareness, confidence building, teamwork and interpersonal communication skills</li> </ul>	BS – 17  To  BS - 19
3.	<b>Public Sector Management</b>	06-02-2018 To 02-03-2018  (Four Weeks- Part-Time)	<ul style="list-style-type: none"> <li>• Rules of Business</li> <li>• Secretariat Noting and Drafting</li> <li>• Secretariat Instructions &amp; Office Procedures</li> <li>• Financial Rules &amp; Budgeting</li> <li>• Daftri Urdu</li> <li>• Human Resource Management</li> <li>• Service Laws &amp; Rules</li> <li>• MIS &amp; e-government</li> <li>• Forms of Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organizations.</li> </ul>	BS – 17  To  BS - 18

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

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
6.	<b>Budget Preparation and implementation in Public Sector</b>	09-04-2018 To 13-04-2018  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Constitutional Provisions:- Articles 78 to 82</li> <li>• Budget Introduction (GFR 62- 66) <ul style="list-style-type: none"> <li>i) Difference between current and development budget</li> <li>ii) Part of current budget i.e. part I &amp; II etc.</li> </ul> </li> <li>• General Procedure for Estimating (GFR 67- 68)</li> <li>• Estimates of Revenue and Ordinary Expenditure (FGR 69, 70, 70, 70-A, 71)</li> <li>• Estimates of Fresh Charges (GFR 74, 75, 76, 77, 79) .</li> <li>• An overview of New System of Financial Control and Budgeting – 2006</li> <li>• Relationship between delegation of powers and GFR.</li> </ul>	<ul style="list-style-type: none"> <li>• To build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject</li> </ul>	BS – 17  To  BS - 19

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
7.	<b>Orientation in Office Procedure</b>	23-04-2018 To 27-04-2018  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB) , 1973.</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions:</li> <li>• Basics of conduct of business in the Parliament (ROB) 1973.</li> <li>• Legislation (ROB, 1973.</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files</li> <li>• Consultation among Divisions (ROB, 1973)</li> <li>• Miscellaneous (Secretariat Instructions 57 – 63 Appendix-E).</li> <li>• Conduct of cases of the Federal Govt. in courts (SL Appendix ‘F’ Sub section 1 -4 &amp; 20-23).</li> </ul>	<ul style="list-style-type: none"> <li>• To enhance skills of participants in Office Procedures &amp; Practices</li> </ul>	BS – 17  To  BS - 18
8	<b>Service Laws and Rules</b>	7-05-2018 To 11-05-2018  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Civil Servants Act-1973</li> <li>• Government Servants Conduct Rules, 1964</li> <li>• General Principles of Leave</li> <li>• Revised Leave Rules 1980</li> <li>• TA / DA Rules</li> </ul>	<ul style="list-style-type: none"> <li>• To refresh professional knowledge for better understanding /application of rules on the subject</li> </ul>	BS – 17  To  BS - 18
9.	<b>Disciplinary Procedure in Government Offices</b>	25-06-2018 To 29-06-2018  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Civil Servants Act- 1973</li> <li>• Government Servant (Conduct) Rules-1964.</li> <li>• Civil Servant Efficiency and Discipline Rules- 1973.</li> <li>• Civil Servants (Appeal) Rules- 1977</li> <li>• Mechanism for legal relief and redressal of grievances</li> </ul>	<ul style="list-style-type: none"> <li>• To update knowledge of officers about the rules / procedures specifically related to discipline procedure in the public sector organizations.</li> </ul>	BS – 17  To  BS - 18