

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(Quality Assurance – I Section)  
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**C I R C U L A R**

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


Akhtar Hameed Khan National Centre for Rural Development, (AHKNCRD), is an Executive Department of Establishment Division Islamabad vide letter No. 2(10)/2023-24/TW/AD (T-II) dated 17<sup>th</sup> April, 2024 is planning to organize a three-days training workshop on "Communication and Presentation Skills" from 20<sup>th</sup> -22<sup>nd</sup> May, 2024. The major objectives of training programme include;

**Objectives:-**

- 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. Interested Officers of Finance Division are requested to forward their nominations duly recommended by the AFS / head of the Wing concerned along with local training Proforma to QA-I Section by **06-05-2024** on prescribed format given below:

Name	Designation	Department	Contact Number	Email Address
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(Madiha Rafique)  
Section officer (QA-I)

**All Officers (BPS-17 & above) of Finance Divisions, Islamabad**  
**Finance Division's U.O. No.3 (9)/QA-I/2014 dated: 24.04.2024**

Copy to:-

- Webmaster, with the request to place this circular on the website of Finance Division.