

SHORT COURSES / WORKSHOPS AT MPDD
FOR THE FINANCIAL YEAR 2017-2018

JULY-2017

Course Title	Description	Target group	Tentative Dates
5 days advanced IT Course for officers	<ul style="list-style-type: none"> • Advance Microsoft Word Applications • Advance Microsoft PowerPoint Applications • Advance Microsoft Excel Applications • Evidence Based Monitoring through Android Applications - An overview • The Concept of Data centers along with a visit of any Active Data Center 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	31.07.2017 to 04.08.2017
5 days short course on Project Management	<ul style="list-style-type: none"> • Gathering project requirement • Defining & verifying scope of project • Approval of projects • Deriving budgets • Monitoring & Evaluation 	<ul style="list-style-type: none"> - Planning officers - Officers associated with development projects 	31.07.2017 to 04.08.2017

AUGUST-2017

Course Title	Description	Target group	Tentative Dates
3 days workshop on PEEDA Act, 2006	<ul style="list-style-type: none"> • Issuance of order of inquiry • Procedure to be followed by inquiry officer / inquiry committee • Powers of inquiry officer / inquiry committee • Hands on exercises 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	07.08.2017 to 09.08.2017
3 days workshop on Leadership Skills	<ul style="list-style-type: none"> • Qualities & skills of a leader • Kinds of leaders • Leadership styles 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	15.08.2017 to 17.08.2017

SEPTEMBER-2017

Course Title	Description	Target group	Tentative Dates
5 days short course on Healthcare Management Skills	<ul style="list-style-type: none"> • Introduction to Health & Healthcare Management • District Health System and Devolution • Use of HMIS in Health System Management • Managing Health Systems: contemporary issues and challenges • Managing Core & Support Services in Hospitals • Hospital Waste Management and infection control 	<ul style="list-style-type: none"> – Officers dealing in Hospital Management – Heads of Hospital – Doctors 	18.09.2017 to 22.09.2017
5 days short course on Basic IT Skills for officials	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Power point • Microsoft Excel • Hands on exercises 	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	25.09.2017 to 29.09.2017

OCTOBER-2017

Course Title	Description	Target group	Tentative Dates
3 days workshop on Procurement Rules	<ul style="list-style-type: none"> • Scope and applicability of Procurement Rules, 2014 • Principles of procurement • Procurement planning, etc. 	Officers dealing with procurement matters	02.10.2017 to 04.10.2017
3 days workshop on Community Participation & Development Projects	<ul style="list-style-type: none"> • Introduction to Community Participation & Stakeholders • Mapping of projects & capacity building of involved community • Developing a community participation framework • Creating an instrument of Assess Community Participation • Urban and Rural Communities' projects • Case Study (AKRSP or Orangi etc.) 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	09.10.2017 to 11.10.2017
5 days short course on Effective Office Management	<ul style="list-style-type: none"> • Filing system in an office and record keeping • Handling of official papers 	All officers holding managerial positions in Administrative Department /	16.10.2017 to 20.10.2017

Course Title	Description	Target group	Tentative Dates
	<ul style="list-style-type: none"> • Noting / drafting skills 	Attached Department & Divisional / District officers (BS-17 to 20)	
5 days short course on Communication Skills	<ul style="list-style-type: none"> • Understanding Communication • Benefits of effective interpersonal communication • Communication impact Presentations 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	23.10.2017 to 27.10.2017
5 days short course on Human Resource Management	<ul style="list-style-type: none"> • Principles of HRM • Recruitment & Interviewing techniques • Human relationship Training and Development 	Officers dealing with administrative affairs	30.10.2017 to 03.11.2017

NOVEMBER-2017

Course Title	Description	Target group	Tentative Dates
5 days short course on Project Planning and PC-I	<ul style="list-style-type: none"> • Project concept • Project cycle • Feasibility study of a project. • Project design and formulation • Project approval 	<ul style="list-style-type: none"> – Planning officers – Officers associated with development projects 	06.11.2017 to 10.11.2017
5 days short course on Information Technology	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Power point • Microsoft Excel • Hands on exercises 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	13.11.2017 to 17.11.2017
3 days workshop on PPRA for officials	<ul style="list-style-type: none"> • Scope and applicability of Procurement Rules, 2014 • Principles of procurement • Procurement planning, etc. 	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	20.11.2017 to 22.11.2017
3 days workshop on PEEDA Act, 2006	<ul style="list-style-type: none"> • Issuance of order of inquiry • Procedure to be followed by inquiry officer / inquiry committee • Powers of inquiry officer / inquiry committee • Hands on exercises 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	27.11.2017 to 29.11.2017

DECEMBER-2017

Course Title	Description	Target group	Tentative Dates
5 days short course on Communication Skills	<ul style="list-style-type: none"> • Understanding Communication • Benefits of effective inter-personal communication • Communication impact Presentations 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	04.12.2017 to 08.12.2017
5 days short course on Basic IT Skills for officials	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Power point • Microsoft Excel • Hands on exercises 	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	11.12.2017 to 15.12.2017
5 days short course on Financial Management Skills	<ul style="list-style-type: none"> • Audit of Financial Transactions • How to settle Audit Objections • Punjab Travelling Allowance Rules • Preparation of Budget 	<ul style="list-style-type: none"> • Officers dealing with financial & procurement matters • DDOs at department & district level 	18.12.2017 to 22.12.2017
3-Days workshop on Decision Making	<ul style="list-style-type: none"> • Principles of good decision making • Steps for effective decision making. • Case studies 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	26.12.2017 to 28.12.2017

JANUARY-2018

Course Title	Description	Target group	Tentative Dates
3 days workshop on Leadership Skills	<ul style="list-style-type: none"> • Qualities & skills of a leader • Kinds of leaders • Leadership styles 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	01.01.2018 to 03.01.2018
5 days advanced IT Course for officers	<ul style="list-style-type: none"> • Advance Microsoft Word Applications • Advance Microsoft PowerPoint Applications • Advance Microsoft Excel Applications • Evidence Based Monitoring through Android Applications - 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	08.01.2018 to 12.01.2018

Course Title	Description	Target group	Tentative Dates
	An overview <ul style="list-style-type: none"> • The Concept of Data centers along with a visit of any Active Data Center 		
3 days Workshop on Procurement Rules	<ul style="list-style-type: none"> • Scope and applicability of Procurement Rules, 2014 • Principles of procurement • Procurement planning, etc. 	Officers dealing with procurement matters	15.01.2018 to 17.01.2018
5 days short course on Project Planning and PC-I	<ul style="list-style-type: none"> • Project concept • Project cycle • Feasibility study of a project. • Project design and formulation • Project approval 	<ul style="list-style-type: none"> – Planning officers – Officers associated with development projects 	22.01.2018 to 26.01.2018
2 days workshop on Emotional Intelligence	<ul style="list-style-type: none"> • Principles of Emotional Intelligence • Gain a greater self-awareness • Manage thoughts feelings & behaviours • 5 Pillars of resilience 	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	29.01.2018 to 30.01.2018

FEBRUARY-2018

Course Title	Description	Target group	Tentative Dates
3 days workshop on Crisis Management	<ul style="list-style-type: none"> • Introduction to Crisis Management • Incident Management • Case Studies 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	06.02.2018 to 08.02.2018
5 days short course on Capacity Building of DDOs	<ul style="list-style-type: none"> • Budget making • Audit of financial transactions • Settlement of audit paras • Reconciliation of accounts 	<ul style="list-style-type: none"> • Officers dealing with financial & procurement matters • DDOs at department & district level 	12.02.2018 to 16.02.2018
5 days short course on Effective Office Management	<ul style="list-style-type: none"> • Filing system in an office and record keeping • Handling of official papers • Noting / drafting skills 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	19.02.2018 to 23.02.2018
5 days short course on Human Resource	<ul style="list-style-type: none"> • Principles of HRM • Recruitment & 	Officers dealing with administrative affairs	26.02.2018 to 02.03.2018

Course Title	Description	Target group	Tentative Dates
Management	<ul style="list-style-type: none"> Interviewing techniques Human relationship Training and development 		

MARCH-2018

Course Title	Description	Target group	Tentative Dates
5-Days short course on Financial Management Skills for officials	<ul style="list-style-type: none"> Audit of Financial Transactions How to settle Audit Objections Punjab Travelling Allowance Rules Preparation of Budget 	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	05.03.2018 to 09.03.2018
3-Days Workshop on Decision Making	<ul style="list-style-type: none"> Principles of good decision making Steps for effective decision making. Case studies 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	12.03.2018 to 14.03.2018
5 days short course on Information Technology	<ul style="list-style-type: none"> Microsoft Word Microsoft Power point Microsoft Excel Hands on exercises 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	12.03.2018 to 16.03.2018
5 days short course on Project Management	<ul style="list-style-type: none"> Gathering project requirement Defining & verifying scope of project Approval of projects Deriving budgets Monitoring & Evaluation 	<ul style="list-style-type: none"> Planning officers Officers associated with development projects 	26.03.2018 to 30.03.2018

APRIL-2018

Course Title	Description	Target group	Tentative Dates
3 days Workshop on PEEDA Act, 2006	<ul style="list-style-type: none"> Issuance of order of inquiry Procedure to be followed by inquiry officer / inquiry committee Powers of inquiry officer / inquiry committee Hands on exercises 	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	02.04.2018 to 04.04.2018

Course Title	Description	Target group	Tentative Dates
5 days short course on Capacity Building of DDOs	<ul style="list-style-type: none"> • Budget making • Audit of financial transactions • Settlement of audit paras • Reconciliation of accounts 	<ul style="list-style-type: none"> – Officers dealing with financial & procurement matters – DDOs at department & district level 	09.04.2018 to 13.04.2018
5 days short course on Communication Skills for officials	<ul style="list-style-type: none"> • Understanding Communication • Benefits of effective inter-personal communication • Communication impact Presentations 	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	16.04.2018 to 20.04.2018
5 days short course on Project Planning and PC-I	<ul style="list-style-type: none"> • Project concept • Project cycle • Feasibility study of a project. • Project design and formulation • Project approval 	<ul style="list-style-type: none"> – Planning officers – Officers associated with development projects 	23.04.2018 to 27.04.2018
5 days short course on Financial Management Skills	<ul style="list-style-type: none"> • Audit of Financial Transactions • How to settle Audit Objections • Punjab Travelling Allowance Rules • Preparation of Budget 	<ul style="list-style-type: none"> – Officers dealing with financial & procurement matters – DDOs at department & district level 	30.04.2018 to 04.05.2018

MAY-2018

Course Title	Description	Target group	Tentative Dates
3 days workshop on Procurement Rules	<ul style="list-style-type: none"> • Scope and applicability of Procurement Rules, 2014 • Principles of procurement • Procurement planning, etc. 	Officers dealing with procurement matters	07.05.2018 to 09.05.2018