



ANNUAL TRAINING PLAN (ATP) 2024-25

Training Courses			
S#	Title	Date	Coordinator
1	Office Management: Rules and Procedures	29 Jul- 02 Aug, 2024	Mr. Bilal Raza Assistant Director
2	Project Proposal Writing	05-09 Aug, 2024	Mr. Ahsan Jamil Research Officer
3	Environmental Concerns- Policies, Issues & Practices	19-23 Aug, 2024	Ms. Maira Razzaq Assistant Director
4	Poverty Alleviation: Challenges & Solutions	26-30 Aug, 2024	Mr. Ahsan Jamil Research Officer
5	Disaster Management- Issues & Strategies	02-06 Sep, 2024	Mr. Bilal Raza Assistant Director
6	Innovative Role of Librarian in Research Support Services	09-13 Sep, 2024	Ms. Kiran Butt Senior Librarian
7	Planning and Management of Development Projects	07-11 Oct, 2024	Mr. Mubashir Zaman Deputy Director
8	Gender Mainstreaming for Socio-economic Development	21-25 Oct, 2024	Mr. Bilal Raza Assistant Director
9	Business Management for Small and Medium Enterprises	28 Oct-01 Nov, 2024	Mr. Hanifullah Research Officer
10	Monitoring and Evaluation of Development Projects	28 Oct-01 Nov, 2024	Mr. Mubashir Zaman Deputy Director
11	Local Governance: A Key to Development	04-08 Nov, 2024	Mr. Hanifullah Research Officer
12	Food Security – Issues and Mitigation Strategies	11-15 Nov, 2024	Ms. Maira Razzaq Assistant Director
13	Climate Change – Implications and Adaptation	18-22 Nov, 2024	Mr. Bilal Raza Assistant Director
14	Livestock Management and Dairy Farming for Poverty Alleviation	30 Dec, 24- 03 Jan, 25	Mr. Bilal Raza Assistant Director
15	Alternate Energy Resources – Potential & Prospects	30 Dec, 24- 03 Jan, 25	Mr. Hanifullah Research Officer
16	Artificial Intelligence in Libraries	06-10 Jan, 2025	Ms. Kiran Butt Senior Librarian
17	Solid Waste Management-Issues and Options	27-31 Jan 2025	Ms. Maira Razzaq Assistant Director

18	Social Protection in Pakistan: Programs and Strategies	27-31 Jan, 2025	Mr. Ahsan Jamil Research Officer
19	Innovation in Library Management	07-11 Apr, 2025	Ms. Kiran Butt Senior Librarian
20	Socio-economic Development & SDGs' Status	21-25 Apr, 2025	Ms. Maira Razzaq Assistant Director
21	Social Research Methodology and Techniques	05-09 May, 2025	Mr. Mubashir Zaman Deputy Director
22	Managing Water Resources: Challenges and Solutions	19-23 May, 2025	Mr. Bilal Raza Assistant Director
23	Emerging Trends in Agriculture	26-30 May, 2025	Mr. Hanifullah Research Officer

National Seminars in Collaboration with AARDO

S#	Title	Date	Coordinator
1	Climate Change: Issues, Mitigation and Adaptation	21 Nov, 2024	Mr. Mubashir Zaman Deputy Director
2	Good Governance: Issues and Possible Solutions	22 May, 2025	Mr. Mubashir Zaman Deputy Director
3	Nation Building and Responsible Citizenship	29 May, 2025	Mr. Mubashir Zaman Deputy Director

International Training Programmes in Collaboration with AARDO and CIRDAP*

S#	Title	Date	Coordinator
1	Online Training on Social Safety Nets: Challenges and Opportunities	09-12 Sep, 2024	Mr. Ahsan Jamil Research Officer
2	Disaster Management and Climate Change Adaptation (CIRDAP)	12-19 Jan, 2025	Mr. Bila Raza, AD Mr. Hanifullah, RO
3	Disaster Management and Climate Change Adaptation (AARDO)	09-16 Feb, 2025	Mr. Mubashir Zaman, Deputy Director Ms. Maira Razzaq, Assistant Director
4	Irrigation Systems and Water Management (AARDO)	08-17 Apr, 2025	Mr. Ahsan Jamil, RO Mr. Hanifullah, RO
5	Online Training on Social Mobilization and Community Engagement for Rural Development	12-15 May, 2025	Mr. Bilal Raza Assistant Director

Training Workshops			
S#	Title	Date	Coordinator
1	Emotional Intelligence for Workplace Success	29-31 July, 2024	Mr. Ahsan Jamil Research Officer
2	Ethical Leadership and Management	07-11 Oct, 2024	Mr. Ahsan Jamil Research Officer
3	Management of Safe Drinking Water and Sanitation	21-23 Oct, 2024	Ms. Maira Razzaq Assistant Director
4	Digital Marketing & Entrepreneurship	09-11 Dec, 2024	Ms. Kiran Butt Senior Librarian
5	Human Rights: Challenges & Solutions	16-18 Dec, 2024	Mr. Hanifullah Research Officer
6	Managing Stress at Workplace	20-22 Jan, 2025	Mr. Ahsan Jamil Research Officer
7	Report Writing Skills for Development Projects	20-22 Jan, 2025	Mr. Hanifullah Research Officer
8	Communication & Presentation Skills for Professionals	24-26 Feb, 2025	Ms. Maira Razzaq Assistant Director
9	Professional Ethics for Efficiency and Management	28-30 Apr, 2025	Mr. Mubashir Zaman Deputy Director
10	Human Development for Socio-Economic Progress	12-14 May, 2025	Ms. Maira Razzaq Assistant Director
11	Effective Governance for Service Delivery	19-21 May, 2025	Mr. Mubashir Zaman Deputy Director
12	Eco-Tourism for Sustainable Development	26-28 May, 2025	Mr. Bilal Raza Assistant Director

Note:

The Schedule of Training Programmes is subject to change. Therefore, please confirm from concerned programme coordinators before sending nominations. For any further information, please feel free to contact:

Dr. Abdul Rehman Khan Niazi
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Note: The organizations and departments interested to nominate their functionaries in any of the specific training programme may send their official nominations addressed to Director General, AHKNCRD via post, fax or e-mail.

*AARDO: African-Asian Rural Development Organization
*CIRDAP: Centre on Integrated Rural Development for Asia and the Pacific

About AHKNCRD

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) was established as a Federal Training and Research Institution in the year 1979. It is functioning as an Executive Department of the Establishment Division, Government of Pakistan. In recognition of invaluable services rendered by late Dr. Akhtar Hameed Khan for the cause of community development and empowerment of the poor and marginalized people in Pakistan, Government of Pakistan renamed NCRD as Akhtar Hameed Khan National Center for Rural Development (AHKNCRD) in the year 2000. The activities of Centre focus on four major types of programmes:

- Training courses;
- Conferences, Seminars and Workshops;
- Learning and Research;
- Liaison with International Organizations.

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. The Centre also liaises with various international agencies like African-Asian Rural Development Organization (AARDO), Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), and other such organizations engaged in rural uplift endeavors.

The Centre is situated on Park Road, Chak Shahzad, Islamabad. The Campus is spread over an area of 12 acres of land comprising administrative block, auditorium, conference room, classrooms, library, hostel, residential colony, nursery area and orchards.

The Annual Training Plan 2024-25 highlights the details of training programmes planned to be organized during the current financial year.

No training fee is charged from the training participants; however, the departments/organizations of the nominees bear the costs of TA & DA etc., if applicable. Hostel accommodation for participants is available on double occupancy basis on approved rates and first-come-first-served basis, Mess facility is also available on self-finance basis in the hostel.

The Centre also extends logistical, secretarial and faculty support to other national and international organizations for seminars, workshops and training courses.



Government of Pakistan
Establishment Division
Akhtar Hameed Khan
National Centre for Rural Development
(AHKNCRD)

Annual Training
Plan (ATP)
2024-25



