STAFF TRAINING INSTITUTE
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA

ANNUAL TRAINING PLAN
THE FINANCIAL YEAR 2023-2024

Sr. No	Title of Training Courses	Target Group	Duration	From	To
1.	Office Procedure & Management including	Ministerial Staff	1-week	10-07-2023	14-07-2023
2.	Workshop on "Efficiency and Discipline Rules, 2011"	Officers	2 Days	17-07-2023	18-07-2023
3.	Computer Training Course in "Office Automation"	Officers/Officials	2 Weeks	17-07-2023	28-07-2023
4.	Training Course on "Litigation Cases For and Against Government"	Officers/Officials	03 Days	24-07-2023	26-07-2023
5.	Functions, Powers and Responsibilities of D.D.Os.	Officers	1-week	31-07-2023	04-08-2023
6.	Android/IOS, Cloud Computing Internet of Things(IOT)	Officers/Officials	1-weeks	31-07-2023	04-08-2023
7.	Training Course on "Ethics, Manners and Hospitality"	Drivers, Qasids, Naib Qasids etc.	3 Days	07-08-2023	09-08-2023
8.	Computer Training Course in "MS Project"	Officers	1-week	07-08-2023	11-08-2023
9.	48th 14-weeks Mandatory Training Course on "Office Procedure & Management" for Staff Due for Promotion to PMS/PPS (B-17)	Officers	14-Weeks	15-08-2023	17-11-2023
10.	IT Helpdesk/IT Supports in Government Departments	Officers/Officials	1-week	28-08-2023	01-09-2023
11.	Business Intelligence	Officers	1-week	04-09-2023	08-09-2023
12.	Common Applications of Govt. Departments/E-Governance	Officers/Officials	1-Week	11-09-2023	15-09-2023
13.	Introduction to Network, Practical & Troubleshooting	Officers/Officials	1-Week	09-10-2023	13-10-2023
14.	Online Platforms for Collaboration and Communication	Officers/Officials	1-week	13-11-2023	17-11-2023
15.	Computer Training Course in "MS Project"	Officers	1-week	20-11-2023	24-11-2023
16.	49th 14-weeks Mandatory Training Course on "Office Procedure & Management" for Staff Due for Promotion to PMS/PPS (B-17)	Officers	14-Weeks	27-11-2023	01-03-2024
17.	Computer Training Course in "Office Automation"	Officers/Officials	2 Weeks	04-12-2023	15-12-2023
18.	Digital Privacy, Confidentiality & Information Security	Officers/Officials	1-week	18-12-2023	22-12-2023
19.	Database & MS Access	Officers/Officials	1-Week	15-01-2024	19-01-2024
20.	Office Automation & it's Features	Officers/Officials	1-week	05-02-2024	09-02-2024
21.	Introduction to Web Development	Officers	1-week	22-04-2024	26-04-2024

22.	Office Procedure & Management including	Ministerial Staff	1-week	29-04-2024	03-05-2024
23.	Windows Installation & Features	Officers/Officials	1-week	29-04-2024	03-05-2024
24.	3-days workshop on "Project Management"	Officers	3-days	06-05-2024	08-05-2024
25.	Online Platforms for Collaboration and Communication	Officers/Officials	1-week	13-05-2024	17-05-2024
26.	Public Procurement through Khyber Pakhtunkhwa Public Procurement Rules, 2014	Officers/Officials	1 Week	13-05-2024	17-05-2024
27.	Networking & Digital Communication in Government Departments	Officers/Officials	1 Week	20-05-2024	24-05-2024