

**STAFF TRAINING INSTITUTE  
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT  
GOVERNMENT OF KHYBER PAKHTUNKHWA**

**ANNUAL TRAINING PLAN  
THE FINANCIAL YEAR 2024-2025**

Sr. No	Title of Training Courses	Target Group	Duration	From	To
1.	Workshop on "Efficiency and Discipline Rules, 2011"	Officers	2 Days	01-07-2024	02-07-2024
2.	Computer Training Course in "Office Automation"	Officers/Officials	02 Weeks	01-07-2024	12-07-2024
3.	Functions, Powers and Responsibilities of D.D.Os.	Officers	1-week	08-07-2024	12-07-2024
4.	Android/IOS, Cloud Computing, (Internet of Things(IOT))	Officers/Officials	1 Week	15-07-2024	19-07-2024
5.	Workshop on "Women Harassment at work place"	Female Officers/Officials	03-Days	15-07-2024	17-07-2024
6.	Training Course on "Litigation Cases For and Against Government"	Officers/Officials	02 Days	22-07-2024	23-07-2024
7.	MS Project	Officers	01 Week	22-07-2024	26-07-2024
8.	50 <sup>th</sup> 14-weeks Mandatory Training Course on "Office Procedure & Management" for Staff Due for Promotion to PMS/PPS (B-17)	Officers	14-Weeks	29-07-2024	01-11-2024
9.	3 <sup>rd</sup> 09-weeks Mandatory Training Course on "Office Procedure & Management" for Staff of P&D for Promotion to PPS (B-17)	Officers	09-weeks	05-08-2024	04-10-2024
10.	IT Helpdesk/IT Support in Government Departments	Officers/Officials	1 Week	05-08-2024	09-08-2024
11.	Microsoft Power BI & Power Automate and Camtasia Studio	Officers/Officials	1 Week	12-08-2024	16-08-2024
12.	Common Applications of Governments/ E-Governance	Officers/Officials	1 Week	19-08-2024	23-08-2024
13.	Introduction to Network, Practical & Troubleshooting	Officers/Officials	1 Week	26-08-2024	30-08-2024
14.	E-Commerce & Cyber Security	Officers/Officials	1 Week	02-09-2024	06-09-2024
15.	MS Project	Officers/Officials	1 Week	09-09-2024	13-09-2024
16.	Online Platforms for Collaboration and Communication	Officers	1 Week	16-09-2024	20-09-2024
17.	Digital Privacy, Confidentiality & Information Security	Officers/Officials	1 Week	30-09-2024	04-10-2024
18.	Office Automation	Officers/Officials	02 Weeks	07-10-2024	18-10-2024
19.	Office Automation and Generative AI	Officers/Officials	1 Week	28-10-2024	01-11-2024
20.	Database & MS Access	Officers/Officials	1 Week	04-11-2024	08-11-2024
21.	Training Course on "Ethics, Manners and Hospitality"	Drivers, Qasids, Naib Qasids etc.	3 Days	04-11-2024	06-11-2024
22.	Office Procedure & Management including	Ministerial Staff	1-week	11-11-2024	15-11-2024
23.	Windows Installation & Features	Officers/Officials	1 Week	11-11-2024	15-11-2024
24.	51 <sup>th</sup> 14-weeks Mandatory Training Course on "Office Procedure & Management" for Staff Due for Promotion to PMS/PPS (B-17)	Officers	14-Weeks	18-11-2024	21-02-2025

25.	4 <sup>th</sup> 09-weeks Mandatory Training Course on "Office Procedure & Management" for Staff of P&D for Promotion to PPS (B-17)	Officers	09-weeks	25-11-2024	24-01-2025
26.	Office Account Maintenance & Pre-Audit Preparations	Officers/Officials	1 Week	25-11-2024	29-11-2024
27.	Introduction to Web Development	Officers/Officials	1 Week	02-12-2024	06-12-2024
28.	Android/IOS, Cloud Computing/E-Gov	Officers/Officials	1 Week	09-12-2024	13-12-2024
29.	MS Word & File Management	Officers/Officials	1 Week	16-12-2024	20-12-2024
30.	Networking & Digital Communication in Government Departments	Officers/Officials	1 Week	23-12-2024	27-12-2024
31.	MS PowerPoint & How to Deliver Presentation	Officers/Officials	1 Week	30-12-2024	03-01-2025
32.	Office Automation & Generative AI	Officers/Officials	1 Week	06-01-2025	10-01-2025
33.	Digital Privacy, Confidentiality & Information Security	Officers/Officials	1 Week	20-01-2025	24-01-2025
34.	MS Excel & Office Budget Management	Officers/Officials	1 Week	27-01-2025	31-01-2025
35.	Common Applications of Govt. Departments/E-Governance	Officers/Officials	1 Week	03-02-2025	07-02-2025
36.	Computer Hardware & Management and Typing Skills	Officers/Officials	1 Week	10-02-2025	14-02-2025
37.	Office Automation	Officers/Officials	02 Weeks	17-02-2025	28-02-2025
38.	Website Management	Officers/Officials	1 Week	07-04-2025	11-04-2025
39.	Office Procedure & Management	Ministerial Staff	1-week	14-04-2025	18-04-2025
40.	IT Helpdesk/IT Supports in Government Departments	Officers/Officials	1-week	14-04-2025	18-04-2025
41.	Training Course on "Revenue/Land Acquisition etc"	Officers/Officials	03 Days	21-04-2025	23-04-2025
42.	MS Project	Officers/Officials	1 Week	21-04-2025	25-04-2025
43.	3-days workshop on "Project Management"	Officers	3-days	28-04-2025	30-04-2025
44.	Android/IOS, Cloud Computing, Internet of Things(IOT)	Officers/Officials	1 Week	28-04-2025	02-05-2025
45.	Public Procurement through Khyber Pakhtunkhwa Public Procurement Rules, 2014	Officers/Officials	1 Week	05-05-2025	09-05-2025
46.	Windows Basics & Security	Officers/Officials	1 Week	05-05-2025	09-05-2025
47.	Workshop on "Women Harassment at Work Place"	Female Officers/Officials	3-days	12-05-2025	14-05-2025
48.	Online Platform for Collaboration and Communication	Officers/Officials	1 Week	12-05-2025	16-05-2025
49.	Office Account Maintenance & Pre-Audit Preparations	Officers/Officials	1 Week	19-05-2025	23-05-2025
50.	IT System & Infrastructure	Officers/Officials	1 Week	26-05-2025	30-05-2025
51.	Office Procedure & Management	Daftaries & Newly Appointed Ministerial Staff	1-week	02-06-2025	06-06-2025
52.	Microsoft Power BI & Power Automate and Camtasia Studio	Officers/Officials	1 Week	02-06-2025	06-06-2025
53.	System & Network Administration	Officers/Officials	1 Week	16-06-2025	20-06-2025
54.	E-Commerce & Cyber Security	Officers/Officials	1 Week	23-06-2025	27-06-2025