

STAFF TRAINING INSTITUTE
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA

PROPOSED ANNUAL TRAINING PLAN FOR THE FINANCIAL YEAR 2026-27

S.No	Title of Training Courses	Target Group	Duration	From	To
1.	Ethics, Accountability, Anti-Corruption and Good Governance	Officers/Officials	03-Days	14-07-2026	16-07-2026
2.	Workshop on “Google Looker Studio”	Officers/Officials	03-Days	14-07-2026	16-07-2026
3.	Office Automation	Officers/Officials	02-Week	20-07-2026	31-07-2026
4.	53 nd Mandatory Training Course on “Office Procedure & Management” for Staff due for Promotion to PMS (B-17)	Officers	14-Weeks	27-07-2026	30-10-2026
5.	6 th Mandatory Training Course on “office procedure and management” for Staff of P&D due for Promotion to PPS (B-17)	Officers	09-Weeks	03-08-2026	01-10-2026
6.	IT Help Desk/IT Supports in Government Departments	Officers/Officials	01 Week	03-08-2026	07-08-2026
7.	AI based E-File	Officers/Officials	1-Week	17-08-2026	21-08-2026
8.	E-Commerce & Cyber security	Officers/Officials	1-Week	24-08-2026	28-08-2026
9.	Microsoft Power BI & Power Automate & Camtasia studio	Officers/Officials	1-Week	07-09-2026	11-09-2026
10.	Faster AI Paper Handling	Officers/Officials	1-Week	21-09-2026	25-09-2026
11.	Introduction to Network, Practical & Troubleshooting	Officers/Officials	1-Week	28-09-2026	02-10-2026
12.	Online Platforms for Collaboration & Communication	Officers/Officials	1-Week	12-10-2026	16-10-2026
13.	Project Management	Officers/Officials	1-Week	02-11-2026	06-11-2026
14.	Digital Privacy, Confidentiality & Information Security	Officers/Officials	1-Week	26-10-2026	30-10-2026
15.	Office Automation	Officers/Officials	2-Week	02-11-2026	13-11-2026
16.	Office Procedure & Management	Officers/Officials	1-Week	16-11-2026	20-11-2026
17.	City Planning, Management and Urban Governance	Officers/Officials	1-week	23-11-2026	27-11-2026
18.	Use of Generative AI	Officers/Officials	1-Week	23-11-2026	27-11-2026
19.	Recruitment & APT Rules	Officers/Officials	1-Week	07-12-2026	11-12-2026
20.	Workshop on Windows Installation & Features	Officers/Officials	03-Days	07-12-2026	09-12-2026
21.	Time Management, Communication Skills, Office Decorum and Productivity	Officers/Officials	1-Week	21-12-2026	25-12-2026
22.	AI Tools and Platforms	Officers/Officials	1-Week	21-12-2026	25-12-2026
23.	Workshop on MS Word & File Management	Officers/Officials	03-Days	04-01-2027	06-01-2027
24.	Financial Management & Functions of DDO	Officers/Officials	1-Week	11-01-2027	15-01-2027
25.	Networking & Digital Communication in Government Departments	Officers/Officials	1-Week	18-01-2027	22-01-2027
26.	Protection against Women Harassment at work Place	Officers/Officials	1-Week	25-01-2027	29-01-2027
27.	Data Science and AI	Officers/Officials	03-Days	26-01-2027	28-01-2027
28.	Public Procurement through Khyber Pakhtunkhwa: Public Procurement Rules, 2014	Officers/Officials	1-Week	08-02-2027	12-02-2027
29.	E-Office /E-Governance	Officers/Officials	1 Week	15-02-2027	19-02-2027
30.	Workshop on MS Power Point & Presentation Skills	Officers/Officials	03-Days	23-02-2027	25-02-2027

31.	Workshop on Computer Hardware Management & typing skills	Officers/Officials	03-Days	05-04-2027	07-04-2027
32.	Office Procedure & Management	Ministerial Staff	1-Week	12-04-2027	16-04-2027
33.	AI based Chatbot	Officers/Officials	1-Week	14-04-2027	16-04-2027
34.	Website Development & Management	Officers/Officials	1-Week	26-04-2027	30-04-2027
35.	MS Excel Skills	Officers/Officials	3-Days	04-05-2027	06-05-2027
36.	Efficiency and Discipline Rules, 2011 Rules of Business 1985	Officers/Officials	1-Week	17-05-2027	21-05-2027
37.	Workshop on Window Basis & its Basic Security	Officers/Officials	3-days	18-05-2027	20-05-2027
38.	IT System & Infrastructure	Officers/Officials	1-Week	24-05-2027	28-05-2027

Mr. Ilyas Khan
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