

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(Quality Assurance – I Section)

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Subject: **NUST PDC TRAINING CALENDAR FOR (JANUARY-DECEMBER), 2025**

National University of Sciences & Technology (NUST) Professional Development Centre (PDC) has requested, for nominations of suitable officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad for the period of January - December, 2025.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
<b>LAHORE</b>			
1	PROFESSIONAL ETIQUETTES AND GROOMING	18-19 Nov, 2025	10.11.2025
<b>ISLAMABAD</b>			
1	NEGOTIATION SKILLS & CONFLICT MANAGEMENT MASTER CLASS	14-15 Jan, 2025	9.1.2025
2	HEALTHCARE INFORMATICS	21-22 Jan, 2025	16.1.2025
3	FORENSIC ACCOUNTING	29-30 Jan, 2025	21.1.2025
4	PUBLIC PRIVATE PARTNERSHIP	17-18 Feb, 2025	11.2.2025
5	SUPPLY CHAIN MANAGEMENT AND LOGISTICS	25-26 Feb, 2025	18.2.2025
6	BUILDING HIGH PERFORMANCE TEAMS	16-17 Apr, 2025	11.4.2025
7	MODIFICATION OF ENERGETIC MATERIALS	21-25 Apr, 2025	15.4.2025
8	ADVANCE MODERN PRESENTATION SKILLS	23-24 Apr, 2025	-do-
9	DOMESTIC INQUIRY MASTERCLASS	29-30 Apr, 2025	22.4.2025
10	TOTAL REWARD- COMPENSATION AND BENEFITS	07-08 May, 2025	1.5.2025
11	PUBIC PRIVATE PARTNERSHIP	19-20 May, 2025	12.5.2025
12	ARTIFICIAL INTELLIGENCE (AI) FOR EDUCATORS	26-27 May, 2025	20.5.2025
13	EFFECTIVE CLIENT COMMUNICATION AND CUSTOMER SERVICES	03-04 June, 2025	26.5.2025
14	TRAINING NEEDS ANALYSIS (TNA)	12 June, 2025	6.5.2025
15	HR AUDIT	17-18 June, 2025	9.6.2025
16	MANAGING PROJECTS USING PRIMAVERA P6	09-10 July, 2025	1.7.2025
17	HR ANALYTICS USING DASHBOARDS	29-31 July, 2025	22.7.2025
18	CHANGE MANAGEMENT MASTERCLASS	11-12 Aug, 2025	4.8.2025
19	ERP IMPLEMENTATION AND MANAGEMENT USING ODOO	19-21 Aug, 2025	11.8.2025
20	PUBLIC PRIVATE PARTNERSHIP	25-26 Aug, 2025	18.8.2025
21	ARTIFICIAL INTELLIGENCE (AI) FOR BANKING	17-18 Sep, 2025	-do-
22	PUBLIC PROCUREMENT & CONTRACT MANAGEMENT MASTERCLASS	22-26 Sep, 2025	15.9.2025
23	HR FOR NON-HR PROFESSIONALS	1 Oct, 2025	24.9.2025
24	ARTIFICIAL INTELLIGENCE IN HEALTHCARE	07-08 Oct, 2025	29.5.2025
25	DIRECTORS TRAINING PROGRAM	16-19 Oct, 2025	7.10.2025

26	PUBLIC PROCUREMENT & CONTRACT MANAGEMENT MASTERCLASS	03-07 Nov, 2025	28.10.2025
27	PUBLIC PRIVATE PARTNERSHIP	11-12 Nov, 2025	3.11.2025
28	HEALTH, SAFETY, AND ENVIRONMENT MASTERCALSS	02-03 Dec, 2025	24.11.2025
29	DATA ANALYSIS AND DASHBOARD USING EXCEL	10-11 Dec, 2025	1.12.2025
30	21 <sup>ST</sup> CENTURY LEADERSHIP SKILLS	23-24 Dec, 2025	15.12.2025

2. The requisite eligibility criteria and general requirements are as under:


- All Officers of Finance Division (BS-17) and above.
- Relevance of present job responsibilities with the proposed training.

**Documents Required:**

- Nominations duly recommended by AFS/Head of the Wing concerned.
- Duly filled local training Proforma.
- Copy of CNIC.

3. Interested officers of the Finance Division (BS-17 & above) are requested to please note the following points while forwarding their nominations:

- (a) Nominations that do not fulfill the eligibility criteria will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) Incomplete application(s) would not be entertained.

  
 (Aamir Habib Abbasi)  
 Dy. Secretary (QA/PMDU)

All Officers (BS-17& above) of Finance Division, Islamabad.  
 Finance Division's. U.O.No.3 (16)/QA-I-2024-25 dated 03.01.2025

Copy to: - Webmaster with the request to kindly upload the Circular on Finance Division's website.