

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(Quality Assurance – I Section)  
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**C I R C U L A R**


**Subject: - THREE DAYS' TRAINING WORKSHOP ON "COMMUNICATION AND PRESENTATION SKILLS FOR PROFESSIONALS" FROM 24-26 FEBRUARY, 2025**

Akhtar Hameed Khan National Centre for Rural Development, (AHKNCRD), an Executive Department of Establishment Division Islamabad vide letter No. 2(8)/2024-25/TW/AD (T-II) dated 9<sup>th</sup> January, 2025 is planning to organize a three-days training workshop on "Communication and Presentation Skills for Professionals" from 24<sup>th</sup> - 26<sup>th</sup> February, 2025. The major objectives of training programme include;

**Objectives:-**

- To empower participants with effective verbal and non-verbal communication skills;
- To equip participants with techniques for structuring and delivering compelling presentations; and
- To foster confidence and professionalism in communication and presentation settings.

2. All interested Officers (BPS-17 & above) of Finance Division are requested to furnish their nominations duly recommended by the AFS/head of the Wing concerned, along with CV to **QA-I Section by 14.2.2025**

  
(Madiha Rafique)  
Section Officer (QA-I)

**All Officers (BPS-17 & above) of Finance Divisions, Islamabad**  
**Finance Division's U.O. No.3 (9)/QA-I/2014 dated: 3.2.2025**

Copy to:-

- Webmaster, with the request to place this circular on the website of Finance Division.