



021-99222187

NO. FD/ERU/(PFM)/2-23/2020  
**GOVERNMENT OF SINDH**  
**FINANCE DEPARTMENT**  
**(Economic Reform Unit)**  
Karachi, dated the 17<sup>th</sup> August, 2021

### TRAINING CALENDAR

No. FD/ERU/(PFM)/2-23/2020: Economic Reforms Unit, Finance Department Government of Sindh is pleased to issue the Training Calendar for the Capacity Building of mentioned employees of Finance Department and of Administrative Departments with following details:

August, 2021								
SR. #	DATE		TIME	DAY	COURSE	PARTICIPANTS	INSTRUCTOR / ENTITY	Mode of Training
1	02/08/2021	31/08/2021	10:30 am to 12:30 pm	Monday & Tuesday (Two Days a Week)	SAP Training & Certification	Finance Department	Ms. Rabia Jamali	Online
2	04/08/2021	31/08/2021	10:30 am to 12:30 pm	Wednesday & Thursday (Two Days a Week)	SAP Training & Certification	Line Departments	Ms. Rabia Jamali	Online
September, 2021								
3	31/08/2021	01/09/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Leadership Skills	Line Departments & Deputy /Secretaries and Directors of Finance Department	Ms. Ayesha Bella	Online
4	01/09/2021	29/10/2021	10:00 am to 12:00noon	Thursday & Friday (Two Days a Week)	SAP Training & Certification	P&D Department	Ms. Rabia Jamali	Online
5	07/09/2021	08/09/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Leadership Skills	Section Officers of Finance Department	Ms. Ayesha Bella	Online
6	14/09/2021	15/09/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Negotiation Skills	Line Departments & Deputy /Secretaries and Directors of Finance	Ms. Ayesha Bella	Online



SR. #	DATE		TIME	DAY	COURSE	PARTICIPANTS	INSTRUCTOR / ENTITY	MODE OF TRAINING
7	21/09/2021	22/09/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Negotiation Skills	Section Officers of Finance Department	Ms. Ayesha Bella	Online
8	28/09/2021	29/09/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Emotional Balancing	Line Departments & Deputy /Secretaries and Directors of Finance Department	Ms. Ayesha Bella	Online

**October, 2021**

9	05/10/2021	06/10/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Emotional Balancing	Section Officers of Finance Department	Ms. Ayesha Bella	Physical
10	12/10/2021	13/10/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Presentation Skills	Line Departments	Ms. Ayesha Bella	Physical
11	18/10/2021	20/10/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Presentation Skills	(Deputy Secretaries and Directors/Senior Program Officers (ERU)/ Section officers of Development wing (Finance Department))	Ms. Ayesha Bella	Physical
12	26/10/2021	27/10/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Presentation Skills	Section Officers of Resource wing/budget wing /admin & SR wing (Finance Department)	Ms. Ayesha Bella	Physical



**November, 2021**

SR. #	DATE		TIME	DAY	COURSE	PARTICIPANTS	INSTRUCTOR / ENTITY	MODE OF TRAINING
13	02/11/2021	03/11/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Communication skills	Line Department	Ms. Ayesha Bella	Physical
14	09/11/2021	10/11/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Communication skills	(Deputy Secretaries and Directors/Senior Program Officers (ERU) /Section officers of Development wing (Finance Department)	Ms. Ayesha Bella	Physical
15	16/11/2021	17/11/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Communication skills	Section Officers of Resource wing/budget wing /admin & SR wing Finance Department	Ms. Ayesha Bella	Physical
16	23/11/2021	24/11/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Stress and Anger Management	Line Departments	Ms. Ayesha Bella	Physical
17	30/01/2021	01/12/2021	02:30 pm to 04:30 pm	Tuesday & Wednesday	Stress and Anger Management	(Deputy Secretaries and Directors/Senior Program Officers (ERU)/Section officers of Development wing (Finance Department)	Ms. Ayesha Bella	Physical
18	04/11/2021	05/11/2021	02:30 pm to 04:30 pm	Thursday & Friday	Internal Audit function and control	6 Line Departments	Syed Sameer Abbas	Physical
	11/11/2021	12/11/2021	02:30 pm to 04:30 pm	Thursday & Friday	Internal Audit function and control	Finance Department (Nominated Deputy Secretaries & Section Officers)	Syed. Sameer Abbas	Physical
20	15/11/2021	30/11/2021	10:30 am to 12:30 pm	Monday to Friday Full Week	MS Office	Nominated Officials of Finance Department	Ms. Rabia Jamali	Physical




**December, 2021**

SR. #	DATE		TIME	DAY	COURSE	PARTICIPANTS	INSTRUCTOR / ENTITY	MODE OF TRAINING
21	01/12/2021	15/12/2021	10:30 am to 12:30 pm	-	MS. Office	Nominated Section Officers of Finance Department	Ms. Rabia Jamali	Physical
22	07/12/2021	08//12/2021	2:30 p.m to 4:30 p.m	Tuesday & Wednesday	Stress and Anger Management	Section Officers of Resource wing/budget wing /admin & SR wing (Finance Department)	Ms. Ayesha Bella	Physical
23	14/12/2021	15/12/2021	2:30P.M to 4:30 P.M	Tuesday & Wednesday	People Management	Line Department	Ms. Ayesha Bella	Physical
24	21/12/2021	22/12/2021	2:30 P.M to 4:30 P.M	Tuesday & Wednesday	People Management	(Deputy Secretaries and Directors/Senior Program Officers (ERU)/ Section officers of Development wing (Finance Department)	Ms. Ayesha Bella	Physical
25	28/12/2021	29/12/2021	2:30 P.M to 4:30 P.M	Tuesday & Wednesday	People Management	Section Officers of Resource wing/budget wing /admin & SR wing (Finance Department)	Ms. Ayesha Bella	Physical

2. The above courses/ training to be conducted physically will be managed in the Training Auditorium, 7<sup>th</sup> floor, Finance Department, Government of Sindh, Karachi, with strict observance of Standard Operating Procedure (SoPs) issued by Government of Sindh from time to time for the control of spread of COVID-19 pandemic. All the mentioned participants are directed to attend the training regularly and punctually.



  
**(MARYAM UMER MEMON)**  
 TRAINING ADMINISTRATOR  
 (Economic Reform Unit)  
 Government of Sindh

A copy is forwarded for the information & necessary action to:

1. The special Finance Secretary (all), Finance Department, Government of Sindh, Karachi.
2. The Additional Finance Secretary (all), Finance Department, Government of Sindh, Karachi.
3. The Deputy Secretary (all), Finance Department, Government of Sindh, Karachi.
4. The Senior Program Officer (ERU/PFM/RCU), ERU, Finance Department, Government of Sindh, Karachi.
5. The Training Consultant, Ms. Rabia Jamali.
6. Ms. Aisha Bella (Guest Speaker).
7. The Chief, Internal Audit Unit, Finance Department, Government of Sindh, Karachi.
8. The Debt Management Specialist, Debt Management Unit, Finance Department, Government of Sindh, Karachi.
9. The Tax Management Specialist, Tax Reform Unit, Finance Department, Government of Sindh, Karachi.
10. The Section Officer (all), Finance Department, Government of Sindh, Karachi.
11. The R.O to Secretary Finance, Government of Sindh, Karachi.

