



Enhancing Excellence  
Through

## TRAINING PROGRAM 2024

By

Economic Reform Unit  
Finance Department



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contact@finance.gos.pk



New Sindh Secretariat Building No 06,  
AK Lodhi Block, Finance Department,  
Kamal-Atta-Turk Road,  
Karachi

### KEY FOCUS AREAS

#### Technical Skills

- Financial Analysis and Management
- Accounting and Reporting
- Budgeting and Forecasting

#### Soft Skills

- Leadership and Management
- Communication and Presentation
- Time Management and Productivity

# Finance Department's Training Program

For

## Continuous Professional Development (CPD)

The Finance Department is committed to Enhancing the Capabilities and Skills of Officers and Officials of Finance Department as well as Administrative Departments, aiming at improved Service Delivery

Our Achievements include:

- **95 trainings conducted** : Covering a wide range of technical and soft skills topics
- **4 training calendars executed** : Providing a structured approach to learning and development
- **Over 700 participants trained** : Empowering our team members to excel in their roles

### OUR VISION

Empowering Government Officers to Excel in Public Financial Management, promoting Sustainable Growth and Effective Governance

### OUR COMMITMENT

We remain Committed to provide high Quality Trainings by adopting pedagogical methods to enhance Skills of Officers to meet the challenges of modern Financial Management

### OUR MISSION

Design and Deliver Training Programs to enhance the Technical and Soft Skills of Government Officers, promoting Transparency, Accountability, and Excellence in Public Sector Financial Management.

### OUR TEAM



Muhammad Asghar Memon  
**Special Finance Secretary**  
(B & E)



Muhammad Afzal Channa  
**Director ERU**



Maryam Umer Memon  
**Training Administrator**



# OUR TRAINERS



Ms. Sumera Farooq



Mr. Bilal Hussain Soomro



Mr. Rana Asif



Ms. Saira Azfar



Mr. Muhmmad Azeem



Ms. Hina Mohsin



Mr. Zulfiqar Ali Mirza



Mr Muhammad Ayub Ali Khan



Mr. Waqar Saleem Baig



Abdul Basit Mianoor  
(IMU Team)



Maaz Saleem Khokhar  
(IMU TEAM)



Mr. Atta Ur Rahman



Areeba Mukhtar



# SEPTEMBER 2024

Microsoft Office Training Program for Officers & Officials of Provincial Department

Areeba  
Mukhtar

## Microsoft Office (MS Word & MS Excel) (Beginners to Intermediate Level)

16/09/2024	10:00 am to	Monday to	Government Officials
20/09/2024	01:00 pm	Friday	( BS 14-16 )

01

IMU Team

## Microsoft Office (MS Word & MS Excel) (Beginners to Intermediate Level)

16/09/2024	02:00 pm to	Monday to	Government Officers
20/09/2024	05:00 pm	Friday	( BS.17 & above )

02

Areeba  
Mukhtar

## Microsoft Excel ( Advance Level )

23/09/2024	10:00 am to	Monday to	Government Officials
27/09/2024	01:00 pm	Friday	( BS 14-16 )

03

IMU Team

## Microsoft Excel ( Advance Level )

23/09/2024	02:00 pm to	Monday to	Government Officers
27/09/2024	05:00 pm	Friday	( BS.17 & above )

04



**FINANCE**  
DEPARTMENT  
GOVERNMENT OF SINDH



# OCTOBER 2024

Building Capacity for Effective Governance

Areeba Mukhtar

## Microsoft Power Point

30/09/2024 04/10/2024	10:00 am to 01:00 pm	Monday to Friday	Government Officials ( BS 14-16 )
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01

IMU Team

## Microsoft Power Point

30/09/2024 04/10/2024	02:00 pm to 05:00 pm	Monday to Friday	Government Officers ( BS.17 & above )
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02

Mr. Bilal Hussain Soomro

## Project Contract & Procurement Management

07/10/2024 08/10/2024	10:00 am to 01:00 pm	Monday & Tuesday	Government Officers ( BS.17 & above )
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03

Mr. Bilal Hussain Soomro

## Project Contract & Procurement Management

09/10/2024 10/10/2024	10:00 am to 01:00 pm	Wednesday & Thursday	Government Officers ( BS.17 & above )
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04

Mr. Zulfiqar Mirza

## MTBF Training

30/10/2024	10:00 am to 01:00 pm	Wednesday	Government Officers ( BS.17 & above )
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05

Mr. Zulfiqar Mirza

## MTBF Training

31/10/2024	10:00 am to 01:00 pm	Thursday	Government Officers ( BS.17 & above )
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06





# NOVEMBER 2024

Enhancing Public Financial Management and Procurement Excellence

Mr. Rana Asif

## Training for DDO

04/11/2024	10:00 am to 01:00 pm	Monday	Government Officers (BS.17 & above)	01
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Mr. Zulfiqar Mirza

## PFM Training

04/11/2024	02:00 pm to 05:00 pm	Monday	Government Officers (BS.17 & above)	02
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Mr Muhammad Ayub Ali Khan

## SPPRA Rules

05/11/2024	10:00 am to 01:00 pm	Tuesday & Wednesday	Government Officers (BS.17 & above)	03
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Mr Muhammad Ayub Ali Khan

## SPPRA Rules

05/11/2024	02:00 pm to 05:00 pm	Tuesday & Wednesday	Government Officers (BS.17 & above)	04
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Mr. Waqar Saleem Baig

## Planning Manual & PC-I - V Preparation

11/11/2024	10:00 am to 01:00 pm	Monday & Tuesday	Government Officers (BS.17 & above)	05
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Ms. Sumera Farooq

## Advance Communication Skills

13/11/2024	10:00 am to 01:00 pm	Wednesday & Thursday	Government Officers (BS.17 & above)	06
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Mr. Muhammad Azeem

## Budget Call Circular & Budget timeline

18/11/2024	02:00 pm to 05:00 pm	Monday & Tuesday	Government Officers (BS.17 & above)	07
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Mr. Rana Asif

## Budget Cycle

25/11/2024	10:00 am to 01:00 pm	Monday & Tuesday	Government Officers (BS.17 & above)	08
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# DECEMBER 2024

Empowering Provincial Departments Officers

Mr. Atta  
Ur Rahman

## Tax Management in Government Department

02/12/2024	10:00 am to	Monday &	Government Officers
03/12/2024	01:00 pm	Tuesday	( BS.17 & above )

01

## Business English

Mr. Bilal Hussain  
Soomro

02/12/2024	02:00 pm to	Monday &	Government Officers
03/12/2024	05:00 pm	Tuesday	( BS.17 & above )

02

## Business English

Mr. Bilal Hussain  
Soomro

09/12/2024	10:00 am to	Monday &	Government Officers
10/12/2024	01:00 pm	Tuesday	( BS.17 & above )

03

## Stress Management

Ms. Saira Azfar/  
Ms. Sumera  
Farooq

11/12/2024	10:00 am to	Wednesday &	Government Officers
12/12/2024	01:00 pm	Thursday	( BS.17 & above )

04

## Conflict Management

Ms. Sumera  
Farooq

16/12/2024	10:00 am to	Monday &	Government Officers
17/12/2024	01:00 pm	Tuesday	( BS.17 & above )

05

## Conflict Management

Ms. Sumera  
Farooq

18/12/2024	10:00 am to	Wednesday &	Government Officers
19/12/2024	01:00 pm	Thursday	( BS.17 & above )

06

## Emotional Intelligence

Ms. Sumera  
Farooq

23/12/2024	10:00 am to	Monday &	Government Officers
24/12/2024	01:00 pm	Tuesday	( BS.17 & above )

07

## Time Management

Ms. Hina  
Mohsin

23/12/2024	02:00 pm to	Monday &	Government Officers
24/12/2024	05:00 pm	Tuesday	( BS.17 & above )

08



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