STAFF TRAINING INSTITUTE
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA

REVISED ANNUAL TRAINING PLAN FOR THE FINANCIAL YEAR 2025-26

S.No	Title of Training Courses	Target Group	Duration	From	To
1.	Workshop on "Efficiency and Discipline Rules, 2011"	Officers/Officials	03-Days	01-07-2025	03-07-2025
2.	Workshop on "Google Looker Studio"	Officers/Officials	03-Days	01-07-2025	03-07-2025
3.	Office Automation	Officers/Officials	01-Week	07-07-2025	11-07-2025
4.	Ethics, Accountability, Anti-Corruption and Good Governance	Officers/Officials	01 Week	07-07-2025	11-07-2025
5.	Training Course on "Functions, Powers and Responsibilities of DDOs"	Officers/Officials	01 Week	14-07-2025	18-07-2025
6.	52nd Mandatory Training Course on "Office Procedure & Management" for Staff due for Promotion to PMS (B-17)	Officers	14-Weeks	21-07-2025	24-10-2025
7.	5th Mandatory Training Course on "office procedure and management" for Staff of P&D due for Promotion to PPS (B-17)	Officers	09-Weeks	28-07-2025	26-09-2025
8.	AI based E-File	Officers/Officials	1-Week	28-07-2025	01-08-2025
9.	Human Rights: Challenges & Solutions	Officers/Officials	1-Week	04-08-2025	08-08-2025
10.	Workshop on 'Emotional Intelligence at work Places'	Officers/Officials	3-Days	11-08-2025	13-08-2025
11.	Performance Management, PERs & Employees Engagement	Officers/Officials	1-Week	18-08-2025	22-08-2025
12.	Microsoft Power BI & Power Automate & Camtesia studio	Officers/Officials	1-Week	25-08-2025	29-08-2025
13.	Workshop on "Litigation Cases For and Against Government"	Officers/Officials	1-Week	01-09-2025	05-09-2025
14.	E-Commerce & Cyber security	Officers/Officials	1-Week	08-09-2025	12-09-2025
15.	Introduction to Network, Practical & Troubleshooting	Officers/Officials	1-Week	15-09-2025	19-09-2025
16.	Online Platforms for Collaboration & Communication	Officers/Officials	1-Week	22-09-2025	26-09-2025
17.	Faster AI Paper Handling	Officers/Officials	1-Week	29-09-2025	03-10-2025
18.	Digital Privacy, Confidentiality & Information Security	Officers/Officials	1-Week	06-10-2025	10-10-2025
19.	Office Automation	Officers/Officials	1-Week	13-10-2025	17-10-2025
20.	Budget Planning	Officers/Officials	1-Week	20-10-2025	24-10-2025
21.	Use of Generative AI	Officers/Officials	1-Week	27-10-2025	31-10-2025
22.	Workshop on "Ethics, Manners and Hospitality".	Drivers, Qasids, Naib Qasids etc.	03-Days	28-10-2025	30-10-2025
23.	Office Procedure & Management	Ministerial Staff	1-Week	03-11-2025	07-11-2025
24.	Emotional Intelligence at work places	Officers/Officials	1-Week	01-12-2025	05-12-2025
25.	Office Procedure & Management	Ministerial Staff	1-Week	08-12-2025	12-12-2025
26.	Efficiency and Discipline Rules, 2011	Officers/Officials	1-week	15-12-2025	19-12-2025
27.	City Planning, Management and Urban Governance	Officers/Officials	1-week	22-12-2025	26-12-2025
28.	Ethics, Accountability, Anti-Corruption and Good Governance	Officers/Officials	1 Week	29-12-2025	02-01-2026
29.	Importance of Mental Health and Well Being in an Official Setting	Officers/Officials	1-Week	05-01-2026	09-01-2026
30.	Evidence based Policy Making: Strategies, Significance and improvement in Service Delivery	Officers/Officials	1-Week	12-01-2026	16-01-2026
31.	Climate Sensitive Budgeting	Officers/Officials	1-week	26-01-2026	30-01-2026
32.	Time Management, Communication Skills, Office Decorum and Productivity	Officers/Officials	1-Week	02-02-2026	06-02-2026
33.	Climate Change and Disaster Risk Management	Officers/Officials	1-Week	09-02-2026	13-02-2026

Dr. Irum Shaheen
Deputy Director (Training), STI

34.	Workshop on Windows Installation & Features	Officers/Officials	03-Days	17-11-2025	19-11-2025
35.	AI Tools and Platforms	Officers/Officials	1-Week	24-11-2025	28-11-2025
36.	E-Office /E-Governance	Officers/Officials	1-Week	01-12-2025	05-12-2025
37.	Workshop on MS Word & File Management	Officers/Officials	03-Days	08-12-2025	10-12-2025
38.	Networking & Digital Communication in Government Departments	Officers/Officials	1-Week	15-12-2025	19-12-2025
39.	Data Science and AI	Officers/Officials	03-Days	29-12-2025	31-12-2026
40.	Workshop on MS Power Point & Presentation Skills	Officers/Officials	02-Days	01-01-2026	02-01-2026
41.	AI based Chatbot	Officers/Officials	1-Week	12-01-2026	16-01-2026
42.	Digital Privacy, Confidentiality & Information Security	Officers/Officials	1-Week	19-01-2026	23-01-2026
43.	Workshop on Computer Hardware Management & typing skills	Officers/Officials	03-Days	26-01-2026	28-01-2026
44.	Website Development & Management	Officers/Officials	1-Week	09-02-2026	13-02-2026
45.	Resilience and Stress Management	Officers/Officials	1-Week	30-03-2026	03-04-2026
46.	Office Procedures & Management	Ministerial Staff	1-Week	06-04-2026	10-04-2026
47.	MS Excel Skills	Officers/Officials	3-Days	06-04-2026	08-04-2026
48.	Workshop on Training Course on "Revenue / Land Acquisition etc. "	Officers/Officials	03-days	13-04-2026	15-04-2026
49.	Workshop on Window Basis & its Basic Security	Officers/Officials	3-days	13-04-2026	15-04-2026
50.	Protection against Women Harassment at work Place	Officers/Officials	1-Week	20-04-2026	24-04-2026
51.	Project Management	Officers/Officials	1-Week	27-04-2026	01-05-2026
52.	DDO's Functions & Responsibilities	Officers/Officials	1-Week	04-05-2026	08-05-2026
53.	Public Procurement through Khyber Pakhtunkhwa: Public Procurement Rules, 2014	Officers/Officials	1-Week	11-05-2026	15-05-2026
54.	Internal Audit Skills	Officers/Officials	1-Week	18-05-2026	22-05-2026
55.	Recruitment & APT Rules	Officers/Officials	1-Week	25-05-2026	29-05-2026
56.	IT System & Infrastructure	Officers/Officials	1-Week	01-06-2026	05-06-2026
57.	Conflict Resolution, Negotiation Skills and Decision Making	Officers/Officials	1-Week	08-06-2026	12-06-2026
58.	Office Procedure & Management	Ministerial Staff	1-Week	15-06-2026	19-06-2026
59.	IT Help Desk/IT Supports in Government Departments	Officers/Officials	1-Week	15-06-2026	19-06-2026
60.	Gender Equality, Diversity and Inclusion in Work Place Environment	Officers/Officials	1-Week	22-06-2026	26-06-2026

Dr. Irum Shaheen
Deputy Director (Training), STI