

**PROGRAMME****Special Training Program for Senior Civil Judges (Administrative)**  
(08-01-2018 to 11-01-2018)

<b>Day One</b>	
<b>Monday, 8<sup>th</sup> January, 2018</b>	
Timings	Coordinator: <b>Mr. Nadeem Ahmad Sohail Cheema</b> , Senior Instructor, PJA
08:30 - 09:00 a.m.	<b>Registration of the Participants</b>
09:00 - 09:15 a.m.	<b>Inaugural Address by the Director General, PJA</b>
09:15 - 09:30 a.m.	<b>Pre-Training Assessment</b>
09:30 – 11:00 a.m.	<b>Orientation of Administrative Functions of Senior Civil Judge</b> <i>Mr. Muhammad Akmal Khan,</i> <i>Director General, District Judiciary, LHC, Lahore.</i>
<b>11:00 – 11:30 a.m.</b>	<b>Tea Break</b>
11:30 – 01:00 p.m.	<b>Leadership Development &amp; Strategic Management</b> <i>Syed Hussain Haider, Project Director, Akhuwat University</i>
<b>01:00 – 02:00 p.m.</b>	<b>Prayer/Lunch Break</b>
02:00 – 03:30 p.m.	<b>Training of Court Staff - Process Serving Agency - Copying Agency (Common Session)</b> <i>Mr. Javed Rasheed Mehboobi, D&amp;SJ (Rtd.)</i>

<b>Day Two</b>	
<b>Tuesday, 9<sup>th</sup> January, 2018</b>	
9:00 – 10:15 a.m.	<b>Human Resource Management - Job Description and Performance Evaluation of Court Staff</b> <i>Syed Nasir Ali Shah, D&amp;SJ (Rtd.)</i>
10:15 – 11:30 a.m.	<b>Office Management - Correspondence with other Departments (Noting &amp; Drafting)</b> <i>Mr. Muhammad Zubair, General Manager, Communications, Punjab Social Protection Authority (Resource Person MPDD).</i>
<b>11:30 – 11:45 a.m.</b>	<b>Teal Break</b>
11:45 – 01:00 p.m.	<b>ICT Skills (Powerpoint)</b> <i>Mr. Imran Rabbani, Instructor (IT)</i>
<b>01:00 – 02:00 p.m.</b>	<b>Lunch / Prayer Break</b>

02:00 – 03:15 p.m.	<b>Human Resource Management - Recruitment of Court Staff - Strategies &amp; Planning</b> <i>Syed Ijaz Qutab, Advocate</i>
<b>Day Three</b> <b>Wednesday, 10<sup>th</sup> January, 2018</b>	
9:00 – 10:15 a.m.	<b>Financial Management - Planning, Preparation and Utilization of Budget</b> <i>Mr. Rab Nawaz, Former Additional Registrar, LHC</i>
10:15 – 11:30 a.m.	<b>Effective Public Speaking</b> <i>Syed Qasim Ali Shah, Corporate Trainer/Motivational Speaker</i>
<b>11:30 – 11:45 a.m.</b>	<b>Tea Break</b>
11:45 – 01:00 p.m.	<b>Financial Management - Responsibilities of DDO</b> <i>Mr. Muhammad Arshad, Chief Inspector of Treasuries (Rtd.), Finance Department, Lahore</i>
<b>01:00 – 02:00 p.m.</b>	<b>Lunch / Prayer Break</b>
02:00 – 03:15 p.m.	<b>Class Assignment</b>

<b>Day Four</b> <b>Thursday, 11<sup>th</sup> January, 2018</b>	
9:00 – 10:15 a.m.	<b>Financial Management - Public Procurement</b> <i>Mr. Muhammad Arshad Baig, Director Audit CPO</i>
10:15 – 11:30 a.m.	<b>ICT Skills and e-learning</b> <i>Mr. Arif Hashmi + Mr. Imran Rabbani, Instructor (IT), PJA</i>
<b>11:30 – 11:45 a.m.</b>	<b>Tea Break</b>
11:45 – 01:00 p.m.	<b>Training of Court Staff - Coordination with PJA</b> <i>Judge Jazeela Aslam, Director (Program/Academic), PJA</i> <i>Judge Shazib Saeed, Director (Training &amp; Research), PJA</i>
<b>01:00 – 02:00 p.m.</b>	<b>Lunch / Prayer Break</b>
02:00 – 02:30 p.m.	<b>Post Training Test</b>
02:30 p.m.	<b>Concluding Ceremony</b>

(Judge Mahrukh Aziz)  
Director General  
Punjab Judicial Academy  
Dated: 05.01.2018