



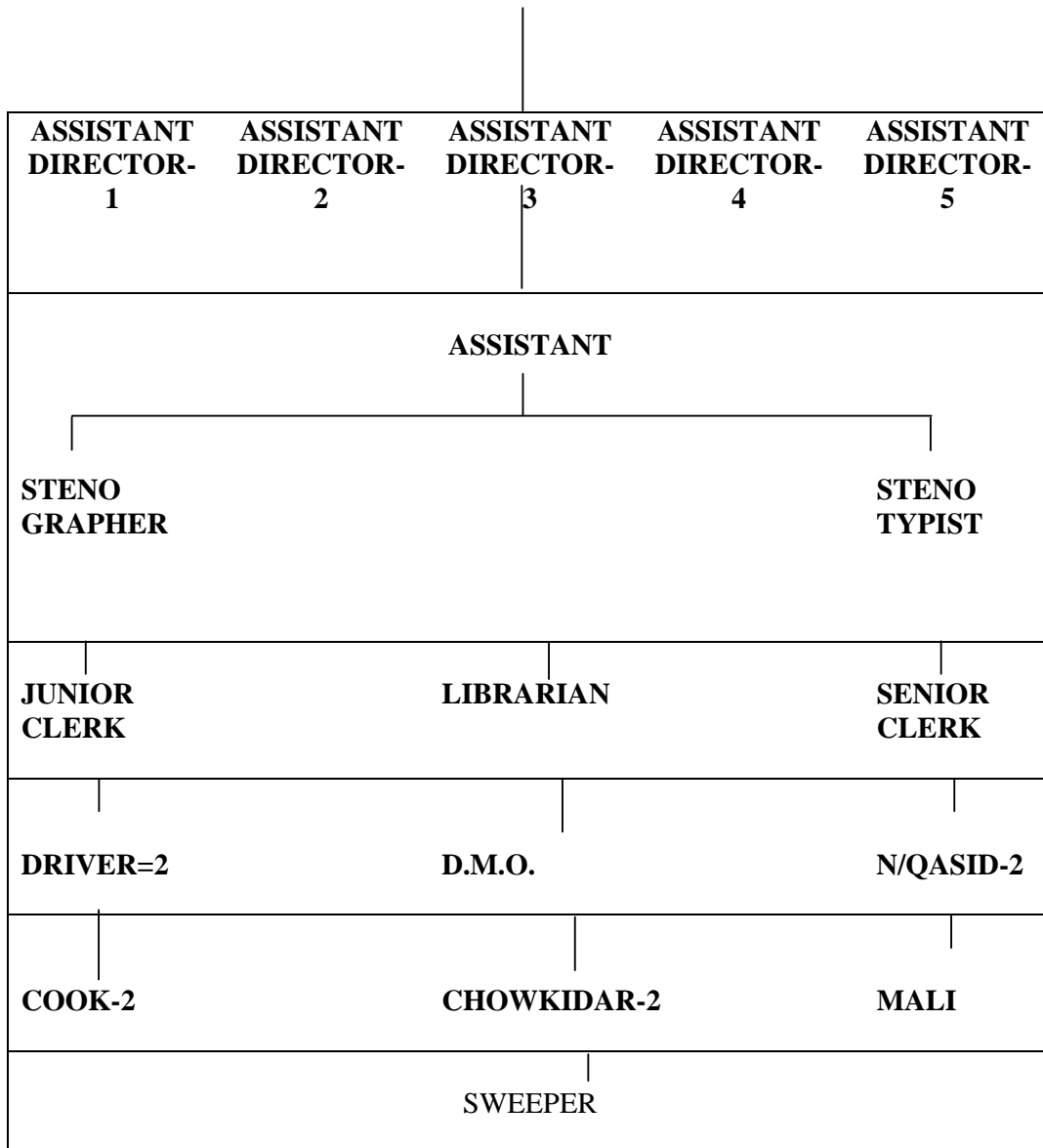
**SOCIAL WELFARE TRAINING INSTITUTE**  
**ST-4, Block-7, Gulshan-e-Iqbal Karachi**



# **SOCIAL WELFARE TRAINING INSTITUTE**

## **FACULTY**

## **PRINCIPAL**



## **BRIEF HISTORY OF THE INSTITUTE**

Social Welfare Training Institute was founded in July 1971, by the Directorate of Social Welfare as the Premier training institution for social workers operating in public and voluntary sectors in Sindh, in a rented building at Nazimabad.

The Institute has moved in the building of PWD in 1986 situated at **St-4, Block-7, Gulshan-e-Iqbal, Karachi.**

It has hostel facilities, a spacious auditorium, dining hall, conference room & library for training participants.

## **OBJECTIVES**

- TO UPDATE THE OFFICERS/OFFICIALS AND TECHNICAL STAFF OF SOCIAL WELFARE DEPARTMENT.
- TO UPDATE THE NGOS/CBOS / NAZIMS/ NAIB NAZIMS/ COUNCILORS
- TO TRAIN MASTER TRAINERS INDIFFERENT FIELDS.
- TO PROVIDE TRAINING FACILITIES TO OTHER GOVERNMENTAL PERSONNEL.
- TO CONDUCT WORKSHOPS/ SEMINARS/ SYMPOSIUM AND CONFERENCES ON THE BURNING ISSUES.

## **TRAININGS COURSES**

- Capacity Development of NGOS.
- Project Formulation
- Community Mobilization
- Community Development
- Human Resource Management
- Communication Skills
- Social Work in Emergencies
- Poverty Alleviation
- Record Management
- Public / Private Partnership Programmes (C.C.BS)
- a. Audit, Rules & Regulation
- b. Responsibilities of NGOS.
- Fund Raising & Team work.

## **TRAINING AREAS**

- Voluntary Social Welfare Agencies
- Child Welfare
- Women Welfare
- persons With Disabilities
- Research

## **NATURE OF COURSES**

- IN-SERVICE TRAINING COURSES FOR THE PERSONNEL OF SOCIAL WELFARE DEPARTMENT.
- SHORT TERM MOBILE TRAINING COURSES FOR THE POLICY MAKERS AND ADMINISTRATORS OF VOLUNTARY AGENCIES (NGOs/CBOs).
- OTHER SPECIFIC COURSES DESIGNED ACCORDING TO THE NEED OF SPECIAL GROUP.

## **CAPACITY OF THE BUILDING**

- AUDITORIUM (200-PERSON)
- CLASS ROOM/ CONFERENCE HALL (40-PERSONS).
- 5-ROOM OF ASSISTANT DIRECTORS.
- WAITING ROOM
- RECEPTION HALL
- LIBRARY
- ADMINISTRATIVE BLOCK
- HOSTEL (17-ROOM)
- 2-SERVANT QUARTER
- ACCOMMODATION FOR HOSTEL SUPERINTENDENT

## **COURSE DESIGNING**

THE SOCIAL WELFARE TRAINING INSTITUTE  
DESIGN COURSES / WORKSHOPS/  
LECTURE RELEVANT TO THE SPECIFIC  
NEED/ REQUIREMENT/ DEMAND OF THE  
DIFFERENT GROUPS CONSIDERING.

- The Objective of the agency
- The job description
- Capacity of the participants to comprehend
- The duration participant can spare
- The finances available

## **TRAINING METHODOLOGY**

- LECTURE
- GROUP DISCUSSION
- ROLE PLAY
- CASE STUDY
- ASSIGNMENT
- FIELD VISITS
- FIELD PLACEMENT
- SURVEY
- REPORTING



## **HOSTEL**

Lodging and boarding facilities are available for the trainees which are offered under the rules which are recorded separately. It may however be mentioned that there are two separate portions; one for male; and the other for females. Each portion has separate entrance and exit. However, Dining Hall, Kitchen, Pantry, Common Room are common to share which make a demarcation between the two portions.

There are nine rooms on each side. Each room is well furnished and is to be shared by two trainees. Common Toilets, Bath and Prayer Rooms are provided in each wing.

Mess is managed by a small representative group of the hostelers. However, a cook and his helper are employed for cooking and chores.

## **WHO MAY SEEK THE TRAINING**

Training is made available mostly to the personnel of following categories:

1. Nominees of the Directorate of Social Welfare, Sind.
2. Office-bearers and members of NGOs which includes, Divisional/ District/ Social Welfare Committees and Zakat & Ushr Committees and similar other organizations.
3. Nominees of Nation building Department, Local Bodies and other Statutory Bodies, who have, directly or indirectly a role to play in the field of Social Development.

**PROGRAMME HELD DURING 2005 – 2008 AT SOCIAL WELFARE TRAINING  
INSTITUTE GOVERNMENT OF SINDH KARACHI.**

| <b>S#.</b> | <b>Name of Activity</b>                                     | <b>Duration</b>   | <b>Organized by</b>                            | <b>Co-ordinator</b>          | <b>Remarks.</b> |
|------------|---|---|--|------------------------------|-----------------|
| 01.        | Two Days workshop on capacity Building of officers & N.G.O. | Two Days<br>7 <sup>th</sup> / 8 <sup>th</sup> Feb. 2005     | National Council for Social Welfare Islamabad. | Mr. Abdul nasir Baloch, A.D. |                 |
| 02.        | One Day Seminar on Fight Against Child Labor                | 23 <sup>rd</sup> Feb. 2005                                  | Takmil-e-Aas Welfare Association               | Mr. Izhar Afridi, A.D.       |                 |
| 03.        | One Day Seminar on promoting Health in Children             | One Day<br>17 <sup>th</sup> march 2005                      | Social Research & Development Key              | Mrs. Durr-e-Shawar A.D.      |                 |
| 04.        | Painting Competition of School children of Key              | One Day<br>26 <sup>th</sup> March 2005                      | Global Helpline Welfare Org. Key               | Mr. Abdul Nasir Baloch. A.D. |                 |
| 05.        | Four Days Training Work Shop                                | Four Days<br>23 <sup>rd</sup> / 26 <sup>th</sup> April 2005 | Takhleeq Foundation Key                        | Mrs. Durr-e-Shawar A.D.      |                 |
| 06.        | One Night Stay of workshop Participant                      | One Day<br>3 <sup>rd</sup> June 2005                        | Assistant Director Social Welfare (H.Q.)       | --                           |                 |
| 07.        | District Base NGOs Management System                        | Two days<br>7 <sup>th</sup> / 8 <sup>th</sup> June 2005     | Field II Social Welfare C.D.I.D. Key           | Mr. A. Nasir                 |                 |
| 08.        | Awareness Regarding T.B.                                    | One Day 11 <sup>th</sup> June 2005                          | Field II Social Welfare C.D.I.D. Key           | Mr. A.Nasir                  |                 |

| <b>S#.</b> | <b>Name of Activity</b>   | <b>Duration</b>  | <b>Organized by</b>   | <b>Co-ordinator</b>   | <b>Remarks.</b> |
|------------|---|--|---|---|-----------------|
| 09.        | One Day workshop of All Pakistan Federation of Labor Islamabad  | One Day<br>20 <sup>th</sup> June 2005                        | All Pakistan Labor Federation Key                                     | Mr. Abdul Nasir Baloch  |                 |
| 10.        | One Day Meeting of NGO (BAPD)   | One Day<br>10 <sup>th</sup> June 2005                        | Bhambhra Association for Peaceful development key                     | Mrs. Durr-e-Shawar. A.D.  |                 |
| 11.        | One Week Teachers Training Programe of NGO's  | One Week<br>10 <sup>th</sup> /16 <sup>th</sup> July 2005     | OMV (Pakistan) Kadanwali, Sukkur Community Developmetn Society Miano. | OMV (Pakistan) Kadanwali, Sukkur Community Development Society Miano. |                 |
| 12.        | One Week stay of Blind Cricketer of Pakistan different cities   | One Week<br>17 <sup>th</sup> / 23 <sup>rd</sup> July 2005    | Pakistan Association of Blind Key                                     | Mrs. Mehar Jamali, A.D.   |                 |
| 13.        | 6 (six) days stay of 6 participants of Beet maintain Sports team.                                     | Six Days<br>9 <sup>th</sup> Aug. to 13 <sup>th</sup> Aug. 05 | EDO, CDD, CDGK.   | Abdul Nasir Balock, A.D.  |                 |
| 14.        | One Day Training Work Shop on Role of public / private sector for special persons.                    | One Day<br>17 <sup>th</sup> Sept. 2005                       | S.W.T.I.  | Mrs. Riaz Fatima, AD, SWTI.   |                 |
| 15.        | One Day Training workshop on role of Public Private sector for women welfare                          | One Day<br>24 <sup>th</sup> Sept. 2005                       | S.W.T.I.  | Mrs. Shahnaz Iffat A.D. SWTI  |                 |
| 16.        | One Day Training Workshop one children issues in Pakistani Society & Role of Public / Private Sector. | One Day<br>28 <sup>th</sup> Sept. 2005                       | S.W.T.I.  | Mrs. Durr-e-Shawar Saif A.d. swti.                                    |                 |

| <b>S#.</b> | <b>Name of Activity</b>  | <b>Duration</b>  | <b>Organized by</b>             | <b>Co-ordinator</b>  | <b>Remarks.</b> |
|------------|--|--|---------------------------------|----------------------|-----------------|
| 17.        | One Day Children Youth Form  | One Day 4 <sup>th</sup> Oct. 2005                                  | CCWD, DSW (K)                   | A. Nasir Baloch      |                 |
| 18.        | Media Campaign on health issues of children and women training workshop  | Two Days<br>26 <sup>th</sup> / 27 <sup>th</sup> Oct. 2005          | Sindh Journalist Forum          | Mr. M. Hanif         |                 |
| 19.        | 4 Days Regional Training Workshop on Strengthening Civil Society participation to promote and defend the workers | 4 Days<br>11 <sup>th</sup> / 14 <sup>th</sup> Nov. 2005            | Tahkleeq Foundation             | Mr. Riaz Fatima      |                 |
| 20.        | Meeting on Earth quick   | 1 Day 80 16 <sup>th</sup> Nov. 2005                                | 17 <sup>th</sup> November, 2005 | DOSW CDGK            |                 |
| 21.        | One Day Training workshop on role of NGO's and public Sector for Development                                     | One Day<br>17 <sup>th</sup> Nov. 2005                              | S.W.T.I                         | Mrs. Mehar Jamali    |                 |
| 22.        | Three Days Regional Training   | 3 Days 3 <sup>rd</sup> to 25 <sup>th</sup> Dec.<br>05              | Tahkleeq Foundation             | Mrs. Riaz Fatima     |                 |
| 23.        | International Disabled persons day seminar   | 1 Day – 3 <sup>rd</sup> Dec. 2005<br>(35)                          | ASHA                            | Mrs. Riaz            |                 |
| 24.        | One day mobile try at Hyderabad  | 35 days<br>28 <sup>th</sup> January 2006                           | S.W.T.I                         | Mr. Riaz Fatima      |                 |
| 25.        | Painting Exhibition of Private School by Ilmi Roshni   | 1 days (200)<br>28 <sup>th</sup> January 2006                      | Ilmi Roshni                     | M. Hanif             |                 |
| 26.        | One Day Training Workshop on Role of NGOs / govt. for Special persons  | 1 day, 28 <sup>th</sup> Jan. 2006 40                               | S.W.T.I.                        | Mrs. Riaz            |                 |
| 27.        | Four days Training workshop on Human Rights Worker right and Development plan                                    | 4 days 25 <sup>th</sup> Feb. to 28 <sup>th</sup><br>Feb. 2006 (26) | Takhleeq Foundation             | Mr. Arshad Librarian |                 |

| S#. | Name of Activity  | Duration  | Organized by                        | Co-ordinator                   | Remarks. |
|-----|---|---|-------------------------------------|--------------------------------|----------|
| 28. | One day Seminar on Disaster Management  | One day 28 <sup>th</sup> Feb. 2006                      | S.W.T.I.                            | Mrs. Shahnaz Iffat (A.D.)      |          |
| 29. | Mobil Training at Lyari   | One day 18 <sup>th</sup> March<br>06 (3)                | S.W.T.I                             | Mr. Nasir Baloch               |          |
| 30. | Exhibition of Women International day   | 30 (4 day 1 <sup>st</sup> / 4 <sup>th</sup> May<br>2006 | Takhleeque Foundation at<br>S.W.T.I | Mr. Arshad ali Librarian       |          |
| 31. | Stay of Karachi University (Student)  | 06 (1 day) 10 <sup>th</sup> May 06                      | Karachi University                  | Mr. Arshad Ali                 |          |
| 32. | Meeting of Takhleeque Foundation  | 10 (1 day) 23 <sup>rd</sup> may 06                      | Takhleeque Foundation               | -DO-                           |          |
| 33. | Mobile Training Course at Sujaal  | 30 (1 day) 28 <sup>th</sup> May 06                      | WISE at Sujawal                     | Mr. Nasir Baloch A.D.          |          |
| 34. | Stay of Takhleeque Foundation   | 20 (4 days) 2 to 5 <sup>th</sup> May<br>2006            | Takhleeque Foundation at<br>S.W.T.I | Mr. Arshad Ali Librarian       |          |
| 35. | Workshop on Support required for capacity<br>Building of newly Registered women of<br>S.E.F.    | 30 (3 days) 29-31 <sup>st</sup> May<br>2006             | S.W.T.I.                            | Mr. Nasir Baloch,<br>Librarian |          |
| 36. | -DO-  | 30 (3 days) 5-7 <sup>th</sup> June<br>2006              | S.W.T.I                             | -DO-                           |          |
| 37. | -DO-  | 30 (3 days) 20-22 <sup>nd</sup> June<br>2006            | SWTI                                | Mr. Riaz Fatima                |          |
| 38. | Workshop on creating with people acting<br>with logic of Takhleeque Found                       | 36 (2 days) 24-25 <sup>th</sup> June<br>2006            | Takhleeque foundation               | Mr. Arshad Ali Librarian       |          |
| 39. | Workshop support required for capacity<br>building of newly registered women<br>NGO's of S.E.F. | 30 (3 days) 24-25 <sup>th</sup> June<br>2006            | S.W.T.I.                            | Mr. Riaz Fatima                |          |

| <b>S#.</b> | <b>Name of Activity</b>   | <b>Duration</b>   | <b>Organized by</b> | <b>Co-ordinator</b>      | <b>Remarks.</b> |
|------------|---|---|---------------------|--------------------------|-----------------|
| 40.        | Workshop on Mapping Crafts of sindh,<br>Culture & Tourism Govt of Sindh ,<br>UNESCO Harlequin foundation Pakistan | 30 (3 <sup>rd</sup> Au. 2006)                                   | S.W.T.I             | Mrs. Riaz Fatima         |                 |
| 41.        | Sindh Journalist Network  | 30 (17/18 <sup>th</sup> aug. 2006                               | S.W.T.I.            | --                       |                 |
| 42.        | SEF Training  | 27 <sup>th</sup> Aug. 2006 to 2 <sup>nd</sup><br>Spt. 2006 (40) | --                  | --                       |                 |
| 43.        | Stay of SPLA  | 3 TO 7 <sup>TH</sup> Sept. 06 (10)                              | --                  | --                       |                 |
| 44.        | Mobile Training Course at Matiari   | 16 <sup>th</sup> Sept. 2006                                     | --                  | Mrs. Durr-e-Shahwar Saif |                 |
| 45.        | Mobile Training Course at Khairpur  | 18 <sup>th</sup> Sept. 2006                                     | --                  | Mrs. Riaz Fatima         |                 |
| 46.        | Mobile Training Course at Sukkur  | 19 <sup>th</sup> Sept. 2006                                     | --                  | Mrs. Riaz Fatima         |                 |

| <b>S.NO.</b> | <b>DATE</b> | <b>PROGRAMME</b>    | <b>TOPIC</b>  | <b>VENUE</b>                    | <b>COURSE CONTENTS</b>   |
|--------------|-------------|---------------------|---|---------------------------------|--|
| 47.          | 20.01.07    | Training / Workshop | Capacity, building of NGOs  | Bin Qasim Town Karachi District | 1. Community Mobilization<br>2. Voluntary S.W. Agencies Control Ordinance 1961<br>3. Report Writing            |
| 48.          | 24.01.07    | Training / workshop | Capacity, Building of NGOs  | Malir Town                      | 1. Community Development.<br>2. Social Work in Emergency<br>3. Maintenance of Record.                          |
| 49.          | 10.02.07    | Training / Workshop | Capacity, Building of ngoS  | Landhi Town                     | 1. Techniques and Principal of Community Development.<br>2. Conduct of meeting.<br>3. Leadership.              |
| 50.          | 28.02.07    | Seminar             | Child Rights Protection & Social Responsibilities.<br>(NGOs/w. Officers | SSWTI Karachi                   | 1. Domestic Violence and Juvenile justice.<br>2. Literacy Programmes<br>3. Psychiatric Problems                |
| 51.          | 17.03.07    | Training /Workshop  | Capacity Building of NGOs   | Jamshed Town                    | 1. Community Development through Public/ Private partnership.<br>2. Project Formulation.<br>3. Report Writing. |
| 52.          | 21-23/3/07  | Training Workshop   | Capacity Building of NGOs   | Shikarpur                       | 1. Community Development.<br>2. Project Formulations.<br>3. Child Rights.                                      |

| <b>S.NO.</b> | <b>DATE</b> | <b>PROGRAMME</b>         | <b>TOPIC</b>  | <b>VENUE</b>    | <b>COURSE CONTENTS</b>   |
|--------------|-------------|--------------------------|---|-----------------|--|
| 53.          | 15.05.2007  | Training Workshop        | Capacity Building of NGOs                                     | Thatta          | 1. Community Mobilization<br>2. citizens Community Board<br>3. Poverty Alleviation Projects                    |
| 54.          | 19.05.07    | Training Workshop        | In-service Training Workshop for officials of S.W. Dept.      | SWTI Karachi    | 1. Audit & account Matter.<br>2. Record Keeping<br>3. Office Rules & Regulation                                |
| 55.          | 29.05.07    | Training Workshop        | Pakistan HIV/AIDs prevention D.D.Officer (SW)/NGOs            | SWTI Karachi.   | 1. Symptoms/Diagnosis and Preventive measures.<br>2. Responsibilities of NGOs<br>3. Responsibilities of family |
| 56.          | 23.06.07    | Training Workshop        | Capacity Building of NGOs                                     | Hyderabad Dist. | 1. Introduction of S.Work<br>2. S.Work in Emergency<br>3. Team work & Motivation.                              |
| 57.          | 17.07.07    | Training Workshop        | Capacity building of NGOs                                     | Jamshoro Dist.  | 1. Community Development.<br>2. Record Keeping<br>3. Team work   |
| 58.          | 5-6/9/07    | Training Workshop        | Capacity Building of District Officer/Deputy District Officer | SWTI Karachi    | 1. Audit<br>2. Rules & Regulation<br>3. Responsibility of DDO  |
| 59.          | 17-11-07    | Mobile Training Workshop | Resource Mobilization   | District Mithi  | Capacity Development of NGOs   |
| 60.          | 18-11-07    | Mobile Training Workshop | Poverty Alleviation   | Umerkot         | Resource Mobilization  |



## TRAINING PROGRAMME FOR THE YEAR, 2008

| S. NO. | PROGRAMME                 | TOPIC   | NO. OF PART             | DATE        | VENUE     |
|--------|---------------------------|---|-------------------------|-------------|-----------|
| 1.     | Two day Training Workshop | Poverty Alleviation Through Skill Development.        | 30-DDOs/NGOs            | 14/6/06     | Nawabshah |
| 2.     | Two day Training Workshop | Project Planning                                      | 30-DDOs/NGOs            | 16-17/6/0-8 | Karachi.  |
| 3.     | Two day Training Workshop | Office management                                     | 30-DDOs/NGOs            | 3-4/7/08    | Hyderabad |
| 4.     | Two day Training Workshop | Team Work Management                                  | 30-DDOs/NGOs            | 15-16/7/08  |           |
| 5.     | Two day Training Workshop | Public/ Private Partnership for Community Development | 30-DDOs/NGOs            | 29-30/7/08  | Sukkur    |
| 6.     | Two day Training Workshop | Poverty Alleviation Through Skill Development.        | 30-DDOs/NGOs            | 5-6/8/08    | Larkana   |
| 7.     | Two day Training Workshop | Team Work Management                                  | 30-DDOs/NGOs 19-20/8/08 | Khairpur    |           |
| 8.     | Two day Training Workshop | Poverty Alleviation Through Skill Development         | 30-DDOs/NGOs            | 2           |           |

**PROGRAMME HELD DURING 2005 TO 2008  
AT SOCIAL WELFARE TRAINING INSTITUTE, GOVERNMENT OF SINDH.**

| <b>S.NO.</b> | <b>DATE</b>           | <b>PROGRAMME</b> | <b>TOPIC</b>                                     | <b>ORGANIZED BY</b>                                   | <b>CO-ORDINATOR</b>        | <b>REMARKS</b>  |
|--------------|-----------------------|------------------|--|---|----------------------------|---|
| 1.           | 23-06-2008            | Workshop         | Health Education                                 | Marie Stopes Society                                  | Mrs. Riaz Fatima           | Health Awareness Programme  |
| 2.           | 29-06-2008            | Meeting          | Future Planning for Training                     | APH, children Welfare Council                         | Mrs. Riaz Fatima, S.W.T.I. | Preparation of New Programme in future  |
| 3.           | 15-07-2008            | Meeting          | Capacity Building of NGOs                        | Kolachi Welfare Association                           | Mrs. Humaira Tanveer       | Preparation of mobile training at Jam Goth, Gadap Town.                                     |
| 4.           | 25 to 30 July, 2008   | Summer Camp      | Summer Camp for Talented H.S.C. Students (GIRLS) | Board of Intermediate Education, Karachi              | Mrs. Riaz Fatima, S.W.T.I. | Programme at Provincial Level for talented students (GIRLS)                                 |
| 5.           | 02-08-2008            | Seminar          | Empowerment of women with disability             | Association for physically handicapped, APHA          | Mrs. Riaz Fatima, S.W.T.I. | Recommendations prepared for Women Welfare (with disability)                                |
| 6.           | 07 to 08 August, 2008 | Workshop         | Capacity Building of NGOs                        | National Council of Social Welfare Islamabad (S.W.D.) | Mrs. Riaz Fatima, S.W.T.I. | Sharing Information at National / Provincial level  |
| 7.           | 11-08-2008            | One Day Workshop | HIV AIDs prevention in Pakistan                  | Shah Abdul Latif Welfare Society                      | Mrs. Riaz Fatima, S.W.T.I. | National Level programme for HIV/AIDs control programme Islamabad D.P. Manager attended it. |
| 8.           | 26 to 29 August, 2008 | Workshop         | Skill Development                                | CIDA / Labour Education Foundation                    | Mrs. Zeenat Ara, S.W.T.I   | Especially organized for the enhancement of skill (women)                                   |

| <b>S.NO.</b> | <b>DATE</b>             | <b>PROGRAMME</b>                          | <b>TOPIC</b>   | <b>ORGANIZED BY</b>  | <b>CO-ORDINATOR</b>            | <b>REMARKS</b>   |
|--------------|-------------------------|---|--|--|--------------------------------|--|
| 9.           | 30-08-2008              | In-Service Training Workshop              | Financial Management Capacity Development of DDOs & Clerical Staff | Social Welfare Training Institute                                    | Mrs. Riaz Fatima, S.W.T.I      | In-Service training workshop designed for officers & officials.    |
| 10.          | 08-10-2008              | Meeting                                   | Group Discussion for Training of NGOs of Gadap Town                | Community Development Network, Gadap Town                            | Mrs. Jannat Islam, S.W.T.I     | Skill Development Training Workshop at Darsano channo, gadap town, |
| 11.          | 28-10-2008              | Meeting                                   | In-service Training of DDO 7 Clerks of CDD (second meeting)        | Meeting with Resource Person for Skill Development of record keeping | Mrs. Zeenat ara, S.W.T.I.      | Future Planning for capacity development of Officers & Officials.  |
| 12.          | 28-10-2008              | Educational visit Fauji Foundation School | Career Guidance Programme  | Fauji Foundation School & S.W.T.I.                                   | Mrs. Naheed Afshan, S.W.T.I.   | For enhancement of career guidance of the school students.         |
| 13.          | 06-11-2008              | Mobile Training of NGOs                   | Capacity building of NGOs  | Kolachi Welfare Association/S.W.T.I.                                 | Mrs. Humaira Tanveer, S.W.T.I. | Capacity Building of programme at Jam Goth, Gadap Town             |
| 14.          | 24 to 25 November, 2008 | Two Days Training Programme               | Preparation of PCI for new schemes                                 | SWTI Social Welfare Development                                      | Mrs. Riaz Fatima, S..T.I.      | Capacity Building of Officer at Sindh level                        |
| 15.          | 2911-2008               | Mobile Training                           | Skill Development of NGOs  | Community Development Network, Gadap Town                            | Mrs. Jannat Islam, S.W.T.I     | Skill Development of NGOs at Darsano Channo, Gadap Town            |

| <b>S.NO.</b> | <b>DATE</b>      | <b>PROGRAMME</b>            | <b>TOPIC</b>  | <b>ORGANIZED BY</b>                                    | <b>CO-ORDINATOR</b>                              | <b>REMARKS</b>   |
|--------------|------------------|-----------------------------|---|--|--|--|
| 16.          | 6-11-2008        | Mobile training workshop    | Capacity development of NGOs capacity development of NGOs       | SWTI Gdap Town   | Mrs. Humaira Tanveer                             | Enhancement of skills  |
| 17.          | 29-11-2008       | Mobile training workshop    | Capacity development of NGOs                                    | STI Gdap Town  | Mrs. Jannatul Islam                              | Enhancement of Skills  |
| 18.          | 1-2-12 Dec. 2008 | Training Workshop           | Latest methods of registration, monitoring 7 evaluation of NGOs | Ministry of Social Welfare Special Education Islamabad | Social Welfare Training Institute Social Welfare | Sharing information and new techniques for NGOs registration |
| 19.          | 6-12-08          | Group discussion            | Issues & solutions related with persons with disabilities       | Social Welfare Training Institute                      | NGO working for persons with disabilities        | Sharing information for welfare of persons with disabilities |
| 20.          | 16-12-08         | Mobile Training workshop    | Capacity Development of NGOs on record keeping                  | Social welfare training Institute                      | C.D.G.K. Gulshan-e-Iqbal Town                    | Training will be organization at Safora Goth                 |
| 21.          | 18-12-08         | Refresher course for clerks | Office management   | Social Welfare Training Institute                      | --   | In-service training workshop.                                |
| 22.          |                  |                             |   |  |  |  |

## PROPOSED PROGRAMME FOR THE YEAR OF 2009

| S.No. | Date of Programme                                 | Topic  | Organized By                                    | Co-ordinator                     | Remarks                                    |
|-------|---|--|---|----------------------------------|--|
| 1.    | 11 <sup>th</sup> Jan to 16 <sup>th</sup> Jan 2009 | Technician Training Centre                           | Pakistan Council of Research in water resource  | SWTI                             |  |
| 2.    | 15 <sup>TH</sup> Jan to 31 <sup>st</sup> Jan 2009 | Child are training                                   | Directorate of Women Development                | SWTI                             | Benazir Youth Development Program          |
| 3.    | 18 <sup>th</sup> to 20 <sup>th</sup> Jan 2009     | Skill Development                                    | Pakistan Association of Blind                   | SWTI                             | Free Stay of Blinds                        |
| 4.    | 25-1-09   | Capacity Development of Officers & Official of S.W.D | SWTI  | CDGK                             | A training of enhanced of official skills. |
| 5.    | 28-1-09 Semir                                     | Legal Awareness                                      | SWTI  | PAWLA                            | Public private partnership programme       |
| 6.    | 30-1-09 Mobile training                           | Skill development of NGO's                           | Nawab Shah                                      | SWTI                             |  |
| 7.    | 1-2-09 to 28-2-09                                 | Child Care Training                                  | directorate of women development                | SWTI                             |  |
| 8.    | 10-2-09 Seminar                                   | Senior Citizen & our responsibilities                | SWTI  | Children Welfare Council Karachi | Will be organized for new generation.      |
| 9.    | 14-2-09 Group Discussion                          | Follow up meeting with DDO's & D.O.                  | SWTI  | City district Govt.              | Discussion for monitoring                  |
| 10.   | 23 <sup>rd</sup> Feb to 28 <sup>th</sup> Feb 09   | Technician Training Course                           | Pakistan Council of Research in water resources | SWTI                             |  |

| S.No. | Date of Programme  | Topic  | Organized By                        | Co-ordinator                                       | Remarks  |
|-------|--|--|-------------------------------------|--|--|
| 11.   | Training Workshop  | Citizens community board   | SWTI                                | Saddar Town<br>Distt. Karachi                      | Group discussion<br>for monitoring                                     |
| 12.   | 24-2-2009 Seminar  | Micro financing  | SWTI                                | SWTI   | Organize for<br>poverty alleviation.                                   |
| 13.   | 25-2-2009 Mobile<br>training workshop                                  | Capacity development of<br>NGO's of Tando Muhammad<br>Khan           | SWTI                                | SWTI   | Training on project<br>formulation skill<br>development                |
| 14.   | 1 <sup>st</sup> to 23 <sup>rd</sup> March 2009                         | Capacity building of disables  | Association of disables             | SWTI   |  |
| 15.   | 3-3-09 Group discussion  | Reseach & survey techniques<br>for social issues of our<br>community | SWTI                                | Social work<br>department<br>Karachi<br>university | Future planning for<br>research & survey<br>regarding social<br>issues |
| 16.   | 1-3-09 to 31-3-09  | Children training  | Directorate of women<br>development | SWTI   |  |
| 17.   | 10-3-09<br>In service training<br>workshop for offices &<br>officials. | Record keeping.  | SWTI                                | Thatta Distt.                                      | Capacity<br>development &<br>official of S.W.D.                        |
| 18.   | 25-3-09 Mobile<br>Training workshop                                    | Capacity development of<br>NGO's of Thatta                           | SWTI                                | Thatta Distt.                                      | Project planning<br>Management   |
| 19.   | 1-4-09 to 30-4-09  | Child Care Training  | Directorate of Women<br>Development | SWTI   | Benazir Shaheed<br>Youth Development<br>Programme                      |
| 20.   | 4-4-09   | Office management Refresher<br>Course                                | SWTI                                | SWTI   | In-service Training  |
| 21.   | 18-4-09 Seminar  | Director Management  | SWTI                                | SWTI   | Awareness<br>Programme   |
| 22.   | 28-4-09 Mobile Taining   | Capacity Development of<br>NGO's of Khairpur                         | SWTI                                | SWTI   | Training of office<br>management                                       |

| S.No. | Date of Programme                     | Topic   | Organized By                              | Co-ordinator         | Remarks                                  |
|-------|---------------------------------------|---|---|----------------------|--|
| 23.   | 1-5-09 TO 15-2-09                     | Child care training                               | Directorate of women development          | SWTI                 | B.S.Y.D                                  |
| 24.   | 5-5-09 Seminar                        | Labour Day  | SWTI                                      | SWTI                 | Awareness programme                      |
| 25.   | 16-5-09                               | Mobile Training                                   | Capacity building of NGO's of Orangi Town | NGO's of Orangi Town | Training on record keeping               |
| 26.   | 27-05-09<br>In service training       | Audit Rules & Regulation                          | SWTI                                      | SWTI                 | Capacity building of officers/ officials |
| 27.   | 9-6-09 to 10-6-09<br>Two day workshop | Workshop of capacity building of officers & NGO's | NGO's of Karachi                          | SWTI                 | Capacity building of officers/ officials |
| 28.   | 20-6-09 Seminar                       | Promoting Health in Children                      | NGO's of Karachi                          | SWTI                 | Public/ private partnership program      |
| 29.   | 29-6-09 to 30-6-09<br>Mobile training | Capacity Building of NGO's of Jamshoro            | NGO's of Jamshoro                         | SWTI                 | Training on resource mobilization        |
| 30.   | 13-7-09 In service training workshop  | Fund raising and team work                        | SWTI                                      | SWTI                 | Training for capacity development        |
| 31.   | 23-7-09 Seminar                       | Awareness regarding T.B.                          | SWTI                                      | SWTI                 | Health education                         |
| 32.   | 30-7-09 Mobile Training               | Capacity building of NGO's of North Karachi       | NGO's f North Karachi                     | SWTI                 | Enhancement of leadership                |
| 33.   | 10-8-09 to 11-8-09<br>Mobile training | Capacity building of NGO's of Hyderabad           | NGO's of Hyderabad                        | SWTI                 | Training on community development        |
| 34.   | 18-8-09 Seminar                       | Role of Public Private Sector for women welfare   | Headquarter                               | SWTI                 | Awareness programme                      |
| 35.   | 27-8-09 Seminar                       | Pakistan Day                                      | SWTI & NGO's                              | SWTI                 | Celebration of National day              |
| 36.   | 8-9-09<br>Group discussion            | Follow up training                                | SWTI/NGOs                                 | SWTI                 | Research work                            |
| 37.   | 24-9-09<br>Group discussion           | Follow up training                                | SWTI/NGOs                                 | SWTI                 | Research work                            |
| 38.   | 12-10-09 Eid Millan                   | Party   | SWTI                                      | SWTI                 |  |

| S.No. | Date of Programme                            | Topic  | Organized By                         | Co-ordinator | Remarks  |
|-------|--|--|--------------------------------------|--------------|--|
| 39.   | 20-10-09 Workshop                            | Social work in emergencies                     | NGO's of Karachi & Officers of S.W.D | SWTI         | Educational programme                            |
| 40.   | 28-10-09 to 29-10-09<br>Mobile training      | Capacity building of NGO's Larkana             | NGO's of Larkana                     | SWTI         | Training on record keeping                       |
| 41.   | 5-11-09<br>In service training               | New trades of handicraft                       | NCI of Social Welfare department     | SWTI         | Capacity development                             |
| 42.   | 16-11-09<br>Mobile Training                  | Responsibilities of NGO's of Liyari town       | NGO's of Liyari Town                 | SWTI         | Capacity development                             |
| 43.   | 24-11-09 Seminar                             | Child & Youth forum                            | NGO's & SWTI                         | SWTI/NGO     | Public/ private partnership                      |
| 44.   | 8-12-09 & 9-12-09 Two days training workshop | Poverty alleviation through skill development  | DDO's & NGO's of Karachi             | SWTI         | Capacity development                             |
| 45.   | 16-12-09 & 17-12-09<br>Mobile Training       | Capacity Building of NGO's of Mirpur Khas      | NGO's of Mirpur Khas                 | SWTI         | Training on project formulation & report writing |
| 46.   | 30-12-09 Seminar                             | Review of activities of 2009 of DDO of Karachi | DDOS of Karachi & SWTI               | SWTI         | Research work                                    |