



QUAID-E-AZAM ACADEMY FOR EDUCATIONAL DEVELOPMENT(QAED)
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTEMENT
WAHDAT COLONY, LAHORE

QAED/CC-II/PLT 19-20/Batch-XVII (M&F)/2020/5952

Dated: November 02, 2020

To,

Subject: **08-WEEKS PROMOTION LINKED MANDATORY TRAINING OF EDUCATIONAL MANAGERS (BATCH-XVII M & F) FROM BS-19 TO BS-20**

Kindly refer to the subject cited above.

2. Quaid-e-Azam Academy for Educational Development (QAED) is entrusted with the responsibility to enhance the professional development of teachers and improve the quality of learning in public schools. Accordingly, QAED has planned **08-Weeks Promotion Linked Mandatory Training of Educational Managers** of School Education Department from **November 09, 2020**. This training will address areas related to job description of teachers which includes administrative, financial, academic leadership, behavioral aspects with application on information communication technology to improve professional expertise for effective disposal of assignments and to ensure quality education in Punjab as per vision of the School Education Department, Government of the Punjab and Chief Minister, Punjab.

3. Director General, QAED congratulates you on your nomination for the subject training and feels privileged to invite you to attend PLT as per given schedule:

Batch #	Name of Training	Duration	Venue	Reporting Time
XVII	08-Weeks Promotion Linked Mandatory Training of Educational Managers (BS-19 to BS-20)	09.11.2020 to 01.01.2021	PLT Block Provincial QAED	latest by 07:30 am sharp

4. For successful conduct of aforementioned training, Participants are requested to take following necessary steps:

- The Participants are directed to attend training at QAED as per schedule.
- The participants are requested to bring face masks and hand sanitizers, without facemask the participants will not be allowed to attend the training sessions. Participants will observe all SOPs for prevention of COVID-19.
- Participants will have to observe dress codes during training, as notified by School Education Department. A suit or dress pant, dress shirt with necktie and proper shoes, Shalwar Qameez with Sherwani or Waist Coat and proper shoes. Ladies are advised to wear decent clothes with close shoes. Sports activities are mandatory; therefore, Participants are advised to bring track suit and joggers.
- Jeans, sports shoes, T-Shirt or any other type of casual dressing shall not be allowed during training sessions.
- For completion of assignments, Participants are advised to bring personal laptops and USB/Flash drive.
- Participants reporting second day of training or late on the first day are not allowed to attend the training.
- QAED has limited hostel facility to accommodate trainees; therefore preference is always given to female participants and to male participants on first come first served basis.
- The participants are requested to follow the directions strictly to avoid any problem.

5. For any further information/clarification, please feel free to contact **Mr. Saddagat Ali**, on his Mobile No. **0331-4087651** or visit website of QAED www.qaed.edu.pk

(MUHAMMAD TARIQ IQBAL)
Course Coordinator-II/PLT

C.C

A copy is forwarded for information and necessary action to:

- PS to Secretary School Education Department, Government of the Punjab
- PS to Director General, QAED, Punjab, Lahore
- PA to Additional Director General, QAED, Punjab, Lahore
- Director Public Instructions, Punjab (SE), Lahore
- Regional Programme Manager concerned with the request to ensure 100% attendance at QAED.
- CEO (DEA) concerned with the request to relieve the officer(s) and to report to QAED for Training as per list attached.
- Deputy Director (Admn)/Assistant Director (Admn) to ensure logistic arrangements well before time.
- Deputy Director (Finance) for information and necessary action please.
- Deputy Director (Planning, QA&ME & Finance), QAED, Punjab, Lahore.
- Data Base Manager, with the requested to upload the list of above said training.
- All concerned participants and school heads.