



STAFF TRAINING ACADEMY (STA), STEVTA

Growing Together



OVERVIEW

SindhTEVTA, Govt. of Sindh has established a state of the art Staff Training Academy which is a center of learning and development, specializing in enhancing the caliber of the talent acquired by different organizations.

**A CALANDER FOR KNOWLEDGE & GROWTH
2024**



**STAFF TRAINING ACADEMY (STA)
SINDH TEVTA
GOVERNMENT OF SINDH**



A CALENDER FOR KNOWLEDGE AND GROWTH -2024

GROWING TOGETHER

The Staff Training Academy (STA) is dedicated to empower human capital to meet the evolving demands of the market. The launch of the First Training Calendar for 2024 marks a significant milestone for the STA to be an enriching experience for all participants, allowing them to excel in their career.

SR NO	COURSE DESCRIPTOR	SCHEDULE	FEES/PARTICIPANTS
01	02	03	04
1	EFFECTIVE MANAGEMENT	2 DAYS	RS-12000/=
2	CLASS ROOM TRAINING	2 DAYS	RS-12000/=
3	TEACHING METHODOLOGY & CBT	3 DAYS	RS-15000/=
4	FINANCIAL & ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	3 DAYS	RS-15000/=
5	EVENT MANAGEMENT	2 DAYS	RS-12000/=
6	PLANNING FOR TEACHING	2 DAYS	RS-12000/=
7	PROFESSIONAL DEVELOPMENT FOR HEAD TEACHER/PRINCIPAL.	3 DAYS	RS-15000/=
8	MONTESSORI TEACHERS TRAINING MODULE-I	3 DAYS	RS-15000/=
9	STRESS MANAGEMENT	2 DAYS	RS-12000/=
10	CLOUD COMPUTING	2 DAYS	RS-12000/=
11	DAY CARE TRAINING PROGRAM MODULE-I	3 DAYS	RS-15000/=
12	HUMAN RESOURCE MANAGEMENT (MODULE-I)	3 DAYS	RS-15000/=
13	DATA ANALYZING AND VISUALIZING WITH POWER BI TOOLS	2 DAYS	RS-12000/=
14	TEAM MANAGEMENT	2 DAYS	RS-12000/=
15	MONTESSORI TEACHERS TRAINING MODULE-II)	3 DAYS	RS-15000/=
16	DAY CARE TRAINING PROGRAM (MODULE -11)	3DAYS	RS 15000/=



STAFF TRAINING ACADEMY (STA)
SINDH TEVTA
GOVERNMENT OF SINDH



SR NO	COURSE DESCRIPTOR	SCHEDULE	FEES/PARTICIPANTS
01	02	03	04
17	TRAINING TECHNIQUES FOR TRAINERS	2 DAYS	RS-12000/=
18	STRATEGIC MANAGEMENT	2 DAYS	RS-12000/=
19	ADVANCE MS OFFICE	3 DAYS	RS-15000/=
20	EMPLOYEE PERFORMANCE, MEASUREMENT AND KPI SYSTEM	3 DAYS	RS-15000/=
21	ORGANIZATION PROCEDURE & POLICIES	2 DAYS	RS-12000/=
22	TIME MANAGEMENT	2 DAYS	RS-12000/=
23	CURRICULUM DEVELOPMENT	3 DAYS	RS-15000/=
24	ADVANCE EXCEL SKILL	3 DAYS	RS-15000/=
25	CONFLICT MANAGEMENT	3 DAYS	RS-15000/=
26	UNDERSTANDING THE RULES OF HARRASEMENT IN THE WORKPLACE	3 DAYS	RS-15000/=
27	DIRECTORS TRAINING PROGRAM	3 DAYS	RS-15000/=
28	ACCOUNTING, & DRAWING DISBURSED SKILLS	3 DAYS	RS-15000/=
29	HOW TO WRITE A LETTER, REPORT , RECORD MINUTES OF MEETING, OFFICIAL DRAFTING etc	3 DAYS	RS-15000/=
30	VIDEO EDITING AND PHOTOGRAPHY	2 DAYS	RS-12000/=
31	NET WORKING SKILLS	3 DAYS	RS-15000/=
32	ENTREPRENEURSHIP SKILLS	3 DAYS	RS-15000/=
33	FINANCIAL CONCEPT & TECHNIQUES	2 DAYS	RS-12000/=
34	RISK MANAGEMENT	2 DAYS	RS-12000/=
35	SECRETARIAL PRACTICES	3 DAYS	RS-15000/=
36	INTERNAL AUDIT TECHNIQUES & CHALLENGES	3 DAYS	RS-15000/=
37	NEGOTIABLE SKILLS	2 DAYS	RS-12000/=
38	CAPITAL, BUDGETING & FORECASTING TECHNIQUES	2 DAYS	RS-12000/=
39	WOMAN LEADERSHIP	3 DAYS	RS-15000/=
40	TAXATION AND CORPORATE LAWS	3 DAYS	RS-15000/=
41	HR ANALYTICS	2 DAYS	RS-12000/=



STAFF TRAINING ACADEMY (STA)
SINDH TEVTA
GOVERNMENT OF SINDH



42	MONITORING & EVALUATION	3 DAYS	RS-15000/=
43	LABOUR LAWS	2 DAYS	RS-12000/=
44	HANDLING POWER AND INFLUENCE	2 DAYS	RS-12000/=
45	UNDERSTANDING OF PROJECT MANAGEMENT	3 DAYS	RS-15000/=
46	PREPARATION OF PC-I, PC-II, PC-III & PC- IV FOR PROJECTS	3 DAYS	RS-15000/=
47	SOCIAL MEDIA & MARKETING SKILLS	2 DAYS	RS-12000/=
48	MANAGING MULTIPLE PROJECTS	2 DAYS	RS-12000/=
49	UNDERSTANDING MANAGERIAL COMPETENCIES	2 DAYS	RS-12000/=
50	SALESMAN PROFESSIONAL SKILLS	2 DAYS	RS-12000/=
51	HOW TO PREPARE PRESENTATION ON POWER POINT WITH ANIMATIONS	2 DAYS	RS-12000/=
52	WEB DESIGNING	2 DAYS	RS-12000/=
53	BASIC OF MS OFFICE (WORD, EXCEL, POWER POINT, OUT LOOK)	2 DAYS	RS-12000/=
54	CHALLENGES FOR SUPERVISORS	2 DAYS	RS-12000/=
55	QUALITY ASSURANCE & MANAGEMENT	2 DAYS	RS-12000/=
56	ENTREPRENEURSHIP SKILLS	2 DAYS	RS-12000/=
57	DECISION MAKING SKILLS	2 DAYS	RS-12000/=
58	RESEARCH ANALYSIS AND REPORT WRITING	2 DAYS	RS-12000/=

LIFE –SKILL MODULES (QUICK LEARNING PROGRAMS)

59	GERMAN LANGUAGE (A-1 TO A-2)	03 Months	RS 20000/=
60	GERMAN LANGUAGE EXAMINATION PREPARATION (A-1, A-2 & B-1)	01 WEEK	RS 5000/=
61	ENGLISH LANGUAGE (IELTS/ETS)	02 Months	RS 15000/=
62	ENGLISH LANGUAGE EXAM PREPARATION (IELTS/ETS)	01 WEEK	RS 5000/=
63	EARLY CHILD HOOD & DAY CARE TRAINING PROGRAM	02 Months	RS 20000/=
64	TEXTILE DYEING & PAINTING	01 Months	RS 10000/=
65	ADVANCE MS OFFICE	01 Month	RS 10000/=
66	NET WORKING SKILLS	01 Month	RS 10000/=
67	POWER Bi	01 Month	RS 10000/=
68	ADVANCED PYTHON PROGRAMMING	01 Month	RS 10000/=



**STAFF TRAINING ACADEMY (STA)
SINDH TEVTA
GOVERNMENT OF SINDH**



69	PROFESSIONAL CHEF	01 Months	RS 10000/=
70	PROJECT MANAGEMENT	01 Months	RS 10000/=
71	GRAPHIC DESIGN & VIDEO EDITING	01 Month	RS 10000/=
72	ARTIFICIAL INTELLIGENCE	02 Month	RS 20000/=
73	HOTEL MANAGEMENT	02 Month	RS 20000/=
74	CYBER SECURITY	02 Month	RS 20000/=
76	CHINEESE LANGUAGE	02 Month	RS 15000/=
77	ARABIC LANGUAGE	02 Month	RS 15000/=
78	ADVANCE EXCEL	02 Month	RS 15000/=
79	MOBILE/ANDROID APPLICATION DEVELOPMENT	01 Month	RS 10000/=
80	CLOUD COMPUTING	02 Month	RS 20000/=

- **Registration Forms are available on Website: [https:// sta-stevta.gos.pk](https://sta-stevta.gos.pk) or in person at STA-STEVTA.**
- Courses can also be arranged /designed to meet our clients' specialized needs, the fee of all courses as mentioned above will be communicate as per requirement .
- Special discount will be available for group of 5 participants or above
- Hostel accommodation for male & female participants, canteen service and pick & drop service is available, charges will be separately applicable as per requirement.
- Free Wi-fi Internet Service
- The minimum number of at least 15 trainees has been require for commencement of the training program to ensures that there are enough participants to make the program viable and effective. Additionally, clear communication regarding the schedule should be provided to all participants to avoid any confusion or conflicts.
- STA, STEVTA reserves the right to make any changes in the schedule required as per circumstances.
- Fee is exclusive of all applicable taxes.
- 5% STEVTA Employees Quota is applicable for each Professional Development Skill Module subject to the recommendation of concern STEVTA department.

FOR DETAILS AND REGISTRATIO

➤ **Sindh TEVTA Head Office**
Human Resource Development Department
Street 19, Block 6, Gulshan-e-Iqbal Karachi
Voice Dir (+9221) 92244112 ext (226)
Website: [https:// stevta.gos.pk](https://stevta.gos.pk)

➤ **The Staff Training Academy (STA)**
Sindh TEVTA, Sector 11-I North Karachi
Voice Dir (+9221) 36988804, 36989903 , 36988803
WhatsApp # 0335 0394261
Email: -Stafftrainingacademy@gmail.com
Website: [https:// sta-stevta .gos.pk](https://sta-stevta.gos.pk)



**STAFF TRAINING ACADEMY (STA)
SINDH TEVTA
GOVERNMENT OF SINDH**



STAFF TRAINING ACADEMY