



F.6 (362)/2018-FJA  
Federal Judicial Academy  
Islamabad  
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**FIVE DAYS TRAINING COURSE ON "LEADERSHIP & MANAGEMENT"  
FOR SENIOR CIVIL JUDGES FROM ALL OVER PAKISTAN AND AZAD JAMMU &  
KASHMIR (NOVEMBER 26 - 30, 2018)**

**PROGRAMME**

**MONDAY, NOVEMBER 26, 2018**

08:30 a.m. Registration & Housekeeping Ms. Huma Akhtar Chughtai, Director, FJA

**INAUGURAL CEREMONY**

08:45 a.m. Recitation from the Holy Quran Hafiz Irfan Ahmed, FJA  
08:50 a.m. Address by the Director General Mr. Hayat Ali Shah, Director General, FJA  
09:00 – 10:30 a.m. Understanding Challenges at the Workplace-I Mr. Abdullah Ex-Chairman, KP PSC  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Understanding Challenges at the Workplace-II Mr. Abdullah  
12:30 – 02:00 p.m. Critical Thinking Mr. Fakhar Zaman, Director, FJA  
02:00–02:30 p.m. Documentation of TA Bills S. Kabiruddin Shah, Accounts Officer, FJA

**TUESDAY, NOVEMBER 27, 2018**

09:00 – 10:30 a.m. Team Building through Engagement Mr. Hayat Ali Shah, Director General, FJA  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Integrity Management Mr. Niaz Muhammad Khan, D&SJ (R)  
12:30 – 02:00 p.m. Syndicate Discussion Director General and all the Faculty  
02:00 – 03:00 p.m. Group Presentations Director General and all the Faculty

**WEDNESDAY, NOVEMBER 28, 2018**

09:00 – 10:30 a.m. Conflict Resolution & Crisis Management Dr. M. Sabra Nadeem, AP COMSATS  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Office and Linguistic Skills Mr. Abdul Matin, Director FJA  
12:30 – 02:30 p.m. Drafting Skills(Practical Exercise) Mr. Fakhar Zaman, Director, FJA  
04:00 p.m. Local Excursion Mr. Asif Majeed, Computer Programmer, FJA

**THURSDAY, NOVEMBER 29, 2018**

09:00 – 10:30 a.m. Change Management Mr. Sohaib Ahmad Rumi, D&SJ, Nankana Sahib  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Planning, Prioritization and Delegation Ms. Huma Akhtar Chughtai, Director, FJA  
12:30 – 02:00 p.m. Preparing Work Plan (Practical Exercise) Director General and all Faculty of FJA  
02:00 – 03:00 p.m. Group Presentations Director General and all Faculty of FJA  
07:00 p.m. Academy Night and Special Dinner Ms. Huma Akhtar Chughtai, Director, FJA

**FRIDAY, NOVEMBER 30, 2018**

08:30 – 10:00 a.m. Measuring Performance Mr. Fakhar Zaman, Director, FJA  
10:00 – 11:30 a.m. Self-Assessment Check List Mr. Fakhar Zaman

**WORKING TEA**

11:30 – 12:00 noon Evaluation & Clearance

**CERTIFICATE AWARDING CEREMONY**

12:00 noon Arrival of Chief Guest  
12:05 p.m. Recitation from the Holy Quran  
12:10 p.m. Views of the Participants  
12:15 p.m. Address by the Director General  
12:20 p.m. Address by the Chief Guest  
12.30 p.m. Certificate Distribution  
12:40 p.m. Group Photograph followed by lunch