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## Five-Day Training Workshop for University Administration



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Multan: A five-day training workshop for university administration was organized at Muhammad Nawaz Sharif University of Agriculture, Multan, in collaboration with the National Academy of Higher Education (NAHE) and the Higher Education Commission of Pakistan. This training is part of a five-day program aimed at improving the skills of administrative staff and will conclude on Friday, December 6, 2024.

Ms. Noor Amna Malik, Managing Director of NAHE, highlighted the importance of this training in her online address. She emphasized that effective administration is crucial for the development and improved performance of higher education institutions. The NAHE program is designed to provide administrative staff with modern skills and training opportunities aligned with international standards. She stated that the goal of the National Academy of Higher Education is to enable the administration to fulfill the vision and mission of their institutions more effectively.

Prof. Dr. Ishtiaq Ahmed Rajwana, Vice-Chancellor, Muhammad Nawaz Sharif University of Agriculture, Multan, stated that the primary responsibility of the university's academic and administrative staff is to serve the students, as they are the center of attention. All policies, decisions, and initiatives are aimed at ensuring that students are provided with an excellent academic and administrative environment. This training program will empower staff to perform their duties more effectively and prioritize the needs of students.

Ms. Sadia Bukhari, Deputy Director of NAHE, highlighted the significance of this training program, which focuses on modern management and leadership skills. She mentioned that the program provides participants with opportunities to learn and enhance their existing capabilities. The aim is to prepare the administration to face challenges confidently and resolve issues efficiently.

During the workshop, Prof. Dr. Saeqa Imtiaz delivered a comprehensive lecture on writing skills and professional competencies. She introduced participants to effective writing techniques, the preparation of professional letters and emails, presentation development, and principles of effective communication. She noted that improved writing and communication skills not only enhance work efficiency but also play a vital role in strengthening professional relationships. Her lecture included practical examples and interactive activities, helping participants refine their current skills further.

The training program will conclude on Friday, December 6, 2024.