

Dear All,

Greetings from Community World Service Asia!

We are pleased to announce a four day-long residential training, **“Organizational Development”** in Murree on **May 24-27, 2016**. The workshop will enable participants to improve their understanding Of Organizational Development and Starting or running an NGO can be a lengthy and time consuming process. The difficulties of the process can be, however, minimized by following a consistent series of steps and seeking advice when needed. This is where Organizational development comes in by guiding us for optimum use of organizational resources to improve efficiency and expand productivity. It can be used to solve problems within the organization or as a way to analyze a process and find a more efficient way of doing it. The aim of this 4 day residential workshop is to train executive management of small NGOs on various components of OD while specifically focusing on developing an understanding of clear roles and responsibilities between an organization’s board and management, decentralized organizational and decision- making structures and how to promote an organizational culture to achieve this.

The attached brochure provides further detailed information on the training session and also attached application form. If you wish to nominate any person(s) from your organization, kindly complete the enclosed application form. Please ensure to mail back the completed form by **May 20, 2016**.

Early-Bird Discount: If you submit your application and fee by **May 15, 2016** you will receive a **30% discount against a total training fee of 10,000**.

Should you require any further information, please feel free to contact us at +92 42 3586 5338-9 or you can e-mail us at lubna.hussain@communityworldservice.asia

A direct cash deposit can be made at any JS Bank branch to Community World Service Asia’s bank account (details given below). We request that you kindly send us a copy of the deposit slip. We will send you a confirmation when your payment is received.

Account title: *Community World Service Asia Local Input* -**Account No:** PK12JSBL-9507-000000-601116-**Bank:** JS Bank Limited, **Branch:** College Road Township Lahore, **Branch Code:** 9507 *thanking you and assuring you of our best cooperation and services at all times. We look forward to your participation.*

If the applicant meets our selection criteria, he/she will be informed via confirmation letter at the earliest.

Thanking you and assuring you of our best cooperation and services at all times.

Lubna Hussain



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