

**To : All Partners**  
**From : Community World Service Asia**  
**Subject : Training on Organizational Development**  
**Date : 28-31 March, 2017**

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Greetings from Community World Service Asia!

We are pleased to announce a four day-long residential training on “**Organizational Development**” in Peshawar on **March 28-31, 2017**. The training will enable participants to improve their understanding Of Organizational Development. 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 training 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.

**Early-Bird Discount:** If you submit your application and fee by **March 15, 2017** you will receive a 30% discount against a total training fee of 10,000.

This training will take place from March 28-31, 2017, starting from 9:00 a.m. till 5:00 p.m. on a daily basis in Peshawar, (Venue details will be communicated to confirmed participants only). Those organizations sending in their employees as participants are responsible to cover all travel costs. A registration fee of PKR. 10,000/- is required, which covers the cost of food and accommodation for each participant. Final deadline for applications is March 20, 2017. Please be assured that incomplete applications will not be entertained.

**Note:** For female 50 % scholarships are available by the deadline March 10, 2017.

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](mailto:lubna.hussain@communityworldservice.asia)

**Bank details will be shared with confirm Participants.**

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**  
Seiner Project Officer



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