

Training for Kabul PU-AMI office Staff

No	Designation	Technical specifications	Requested Qty	Unit
1	Effective Emails, Business Correspondence and Report Writing 101	Accountancy officer+Finance Assistant (2), Logistic Manager	3	person
2	HR Management	HR Manager 1 persoan	1	person
3	<i>Excel/Acces Training</i>	HRM +HROfficer 2 people	2	person
4	Recruitment, Selection and Interviewing Skills	HR Officerand Recruitment/Liaison Officer (2)	2	person
5	Excel Functions Course	Finance and HR department 4 people	4	person
6	Financial Management	Deputy Finance Coordinator	1	person
7	Interpersonal Communication and Counseling	Deputy Finance Coordinator	1	person
8	Financial Analysis, Planning, & Control	Deputy Finance Coordinator	1	person
9	Effective Presentation Skill	Deputy FC and HRM(2)	2	person
10	Networking SSL/ TLS and Enterprse Cyber security	IT Assiistant (1)	1	person
11	Procurement & Logistics Management	Purchaser (1)	1	person
12	Efective email & report writing	Purchaser (1)	1	person
13	Logistics and supply chain management	Logistic Manager(1)	1	person
14	Procurement training course (log asst)	Log Assistnat(1)	3	person
15	Health Quality Assurance	Kabul health team(4)	4	person
16	SAGA using training	Pharmacy Manager(1)	1	person
17	Strategic Healthcare Management	Deputy health Co/nutrition officer(2)	2	person
18	Public Health Promotion	Deputy health Co/nutrition officer(2)	2	person
19	Research, Bio Statistics and Epidemiology	Kabul health team(4)	4	person
20	Proposal Writing and Fundraising Techniques	Deputy health Coordinator(1)	1	person
21	HealthCare Waste Management	Pharmacy Manager(1)	1	person
22	CRISIS MANAGEMENT TRIANING	Security Manager(1)	1	person
23	Guard Basic Training	GUARD(16) by INSO	16	person
24	Security Operation Training	Radio Operators(3) By INSO	3	person

26	Security Management Training	Sec Focal Points-by INSO	4	person
27	HEAT	Basic first aid and psychological first aid Personal safety and security Safety and security mindset Communications equipment Capture and captivity Behaviour under fire Threats in the field Fire safety Basic negotiations skills Understanding how to build individual situational awareness in high risk environments Unexploded ordnance (UXO) and improvised explosive devices (IED) threats	Security manager, officers and all managers (30)	person
Training for Jalalabad PU-AMI office Staff				
28	Effective Emails, Business Correspondence and Report Writing 101	HR Off , HR Assis, Finance Man, Fin Assis FSecurity(5)	5	Person
29	<i>Recruitment Management</i>	HR Off and HR Assist(2)	2	Person
30	<i>To know how to do the Financial reporting , donor and external holders</i>	<i>Area finance Man Jal Finance Assistant Jal</i> <i>02 STAFF</i>	2	Person
31	To learn the Tendering, Procurement and Negotiation Skills	Logistics Officer +Logistics Assistants (3)	3	Person
32	Procurement procedures, contract awarding, negotiation skills and leadership	LOG OFFicer, Manager Jal TWO LOG ASSISTANTS-JAL 4 Participants	4	Person
33	<i>To know the Supply chain Manangement</i>	Logistics Officer +Logistics Assistants (3)	3	Person

34	Proposal writing	,Area health manager Jal -ECHO PM, Jal -OFDA PM, Jal - COVID OFDA PM -HOB, Kun - DPM ECHO, OFDA Jal 7 Staff	7	Person
35	<i>To improve the skills regarding well construction</i>	<i>Senior construction engineer, WASH Officer</i>	1	Person
36	<i>To know and learn the GIS</i>	<i>Senior construction engineer, WASH Officer</i>	1	Person
37	<i>To improve the skills of the construction material estimation</i>	<i>Construction engineer supervisor+Foreman</i>	1	Person
38	<i>Guard Basic refresh training</i>	<i>Jalal Abad ,Kunar Guards by INSO</i>	1	Person
39	<i>security operation management training</i>	<i>Radio operators INSO</i>	1	Person
40	<i>security management trainings</i>	<i>SFPs Jal, Kunar 2</i>	1	Person
Training for Kunar PU-AMI office Staff				
41	Effective email and Report writing	Logistic staff and HR staff, finance manger , pharma assistantand HoB (8)	8	Person
42	Procurement procedures, contract awarding, negotiation skills and leadership	HoB 1 -LOG MAN-KNR -LOG OFF-KNR -LOG ASSISTANT-KNR Total 4 Participants	4	Person
43	Stock Mangement, Procurment	Logistic Officer/Log Assistant/pharma assist (3)	3	Person
44	To know how to do the Financial reporting , donor and external holders	<i>Field FIN MAN KUN</i> <i>Finance Assistant KUN</i> <i>02 STAFF</i>	2	Person
45	<i>Recruitment Skills</i>	HR off and HR Assist (2)	2	Person
46	<i>HR Management</i>	HR OFFICER and ahHEAD OF BASE 2	2	Person
47	Cooking Training	Cook Kunar 2	2	Person
48	First Aid Ttraining	Cleaners Kunar 3	3	Person

49	Communication Management,	IT LOGISTIC ASSISTANT / RADIO OPERATOR (2)	2	Person
50	BLS, ALS, Supervision and monitoring	FATPs/HFs Officer (4)	4	Person
51	Report writing in Pashto	FATPs/HFs Officer /pharmacy assist(5)	5	Person
52	pharmamcy managemt, PLIS, Distribution	Pharmacy assisstant (1)	1	Person