KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

Pre-Promotion Statutory Training (PPST) for Additional District & Sessions Judges (Presentation Schedule)

Presentation Duration: 30 Minutes per Presentation

Day	Participant Name	Topic	Date / Time
Day-1	Mr. Bakht Alam	**Valuing Time & Energy** • Understanding the importance of personal and professional time management for judicial efficiency.	05-01-2026 08:30 to 09:00 AM
	Mr. Wajid Ali Khan	**Maintenance of Record** • Classification, consignment, reconstruction of lost or damaged judicial records; High Court Rules • Court Inspection; Court Assets; Inspection Report Writing	05-01-2026 03:30 to 04:00 PM
Day-2	Mr. Rahat Ullah	**Official Correspondence** • Secretariat Instructions, types of correspondence, administrative record keeping, and official letter writing.	06-01-2026 08:30 to 09:00 AM
	Mr. Amjad Hussain	**Critical Thinking and Rational Decision-Making** • Subjectivity vs. objectivity; rationality and structured reasoning; bias awareness and reflective decision-making.	06-01-2026 03:30 to 04:00 PM
Day-3	Mr. Muhammad Tahir Aurangzeb	**Judicial Leadership Skills – I & II** • Judicial Leadership, Leadership Styles, Qualities Leadership theories Management V Leadership • Power Dynamics Leadership Types	07-01-2026 08:30 to 09:00 AM
	Mr. Muhammad Khan	**Islamic Perspective on Judicial Conduct** • Islamic Model of Administration of Justice, Judicial Ethics • Qualifications for Judicial Position • Primary Judicial Etiquettes • Islamic Model of Judicial Independence, Equality, Impartiality	07-01-2026 03:30 to 04:00 PM
Day-4	Mr. Iftikhar Elahi	**Power of Habit in Judicial Leadership** • Habit loop, Judicial Keystone Habits Building Resilience and Self Control Avoiding Counterproductive Habits	08-01-2026 08:30 to 09:00 AM

	Mr. Liaqat Ali	**Adaptive Leadership** • Technical Judicial Challenges (legal Issues, Procedures) and Adaptive Challenges, (Public Trust, Behavioural Challenges) Overcoming institutional inertia; leading reforms in procedure, technology, and service delivery.	08-01-2026 03:30 to 04:00 PM
Day-5	Mr. Kashif Dilawar	**Public Procurement-I** • Introduction to Public Procurement • Procurement Life Cycle • Need Assessment and Justification and Budget Allocation • Annual Procurement Planning	09-01-2026 08:30 to 09:00 AM
Day-6	Mr. Muhammad Zaib Khan	**Public Procurement-II** • Constitution of Procurement Committee • Preparation and BSDS/PQ Documents	10-01-2026 08:30 to 09:00 AM