



Afghanistan Local Governance Assistance Project (ALGAP)

Contact No. AEP-I-809-00-00016-00

Basic Administration Skills

List of Training Workshop Materials

WM Number	To be Used in Agenda Item	Type of Workshop Material	Description
1.	2	Flipchart	WM 1: Goal of the Module
2.	2	Flipchart	WM 2: Participants expectations
3.	2	Flipchart	WM 3: Objective of Workshop
4.	4	Empty Folders	WM 4: Empty Folders for Role play
5.	5	Flipchart	WM 5: Focus Question
6.	7	Flipchart	WM 7: Component of official letters
7.	7	Flipchart	WM 9 : A complete example of official letter
8.	10	Flipchart	WM 10: The format of registration books for incoming letters
9.	10	Flipchart	WM 11: The format of registration books for out going letters

Training Module – Basic Administration Skills – Workshop Materials

Workshop Material No.: 1
Title: WM 1: Goal of the Module
Type: Flipchart
Agenda Item No.: 2

Goal

To improve the capacity of provincial councilors in some important administrative skills

Workshop Material No.: 2
Title: WM 2: Expectations of Participants
Type: Flipchart
Agenda Item No.: 2

Expectations of Participants

-
-
-
-
-
-
-
-
-

Training Module – Basic Administration skills – Workshop Materials

Workshop Material No.: 3

Title: WM 3: Objectives of Module

Type: Flipchart

Agenda Item No.: 2

Objectives of Module

- What documents PCs need to keep.
- Who should keep the documents
- How to keep the documents.
- How to register and file official correspondence.
- How to write official letters.
- How to organize documents using file folders.

Workshop Material No.: 4

Title: WM 5: 5 Empty Folders

Type: Empty Folders

Agenda Item No.: 4



Workshop Material No.: 5

Title: Focus Question

Type: Flipchart

Agenda Item No.: 5

Focus Question

What documents, forms, and letters do you use as a councilor during your work?

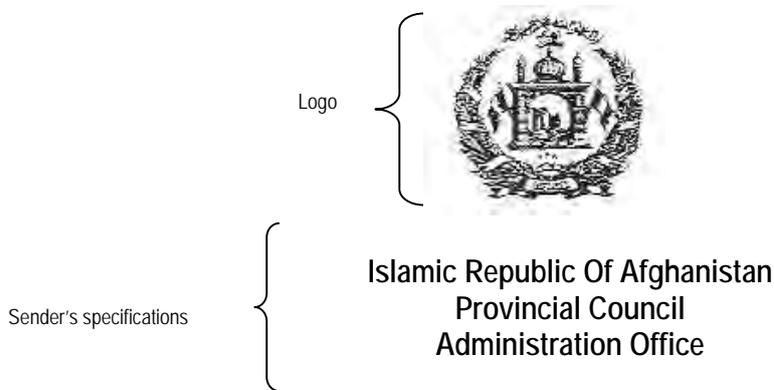
Workshop Material No.: 6

Title: WM 8: Components of official letters

Type: Flipchart

Agenda Item No.: 7

1. Logo (Flag if required)
2. Sender's specifications
3. Date
4. Serial No of the letter
5. Receiver's name that it may be addressed (addressee)
6. Contents and text of the letter
7. Responsible person's signature



Serial No:

Date: / /

Addressee { To The Directorate of Public Health of () Province

Contents and text of the letter { Several petitions of the inhabitants submitted to the provincial council indicate that lack of medicines and absence of sufficient health services and improper behavior of the health workers add up more to the sufferings and afflictions of the people. Therefore, taking into account the people's problems and being deprived from such instances, the Directorate of Public Health is to adopt necessary measures to sort out the aforementioned problems. This will be humanitarian and extremely good feelings against the nation and the people.

{ With regards,
President of the Provincial Council

Responsible person's signature

Training Module – Basic Administration skills – Workshop Materials

Workshop Material No.: 7

Title: WM 9: : A complete example of official letter

Type: Flipcharts

Agenda Item No.: 7



**Islamic Republic Of Afghanistan
Provincial Council
Administration Office**

Serial No: _____

Date: / /

To the Directorate of Public Health of () Province

Several petitions of the inhabitants submitted to the provincial council indicate that lack of medicines and absence of sufficient health services and improper behavior of the health workers add up more to the sufferings and afflictions of the people. Therefore, taking into account the people's problems and being deprived from such instances, the Directorate of Public Health is to adopt necessary measures to sort out the aforementioned problems. This will be humanitarian and extremely good feelings against the nation and the people.

With regards,
President of the Provincial Council

