



REPORT

ENHANCING EXCELLENCE IN DRAFTING OF JUDGMENTS - PROFESSIONAL DEVELOPMENT COURSE FOR SECRETARIES, PRIVATE SECRETARIES & STENOGRAPHERS OF PESHAWAR HIGH COURT

MARCH, 17-19 2025



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KHYBER PAKHTUNKHWA JUDICIAL ACADEMY, OLD SESSIONS COURT
BUILDING, JAIL ROAD, PESHAWAR, KHYBER PAKHTUNKHWA, PAKISTAN

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EXECUTIVE SUMMARY

The Professional Development Course on Enhancing Excellence in Drafting of Judgments, organized by the Khyber Pakhtunkhwa Judicial Academy (KPJA), took place from March 17th to 19th, 2025. This specialized training aimed to enhance the drafting skills, ethical understanding, and professional competencies of Secretaries, Private Secretaries, and Stenographers of the Peshawar High Court (PHC). Recognizing the pivotal role these professionals play in ensuring judicial accuracy and efficiency, the program focused on judgment writing techniques, legal research, technology integration, and professional ethics.

The training covered a diverse range of topics, including principles of judgment writing, stenography and speed building, courtroom procedures and protocols, legal drafting, and AI-assisted legal research. Additionally, sessions on time management, stress management, and professional development were incorporated to equip participants with the necessary soft skills to complement their technical expertise.

A key highlight of the training was the practical drafting exercises, which allowed participants to apply their learning in real-world scenarios under the supervision of senior court officials and legal experts. Furthermore, interactive discussions, open forums, and psychological assessments provided insights into the challenges faced by judicial staff and facilitated knowledge-sharing among peers.

The training concluded with a certificate distribution ceremony, acknowledging the achievements of the participants and their commitment to professional growth. The Hon'ble Chief Guest emphasized the importance of continuous learning for court staff and commended KPJA's initiative in strengthening the efficiency of judicial processes.

This report provides a detailed account of the training, including its objectives, methodology, daily proceedings, and outcomes. It also includes an evaluation of the resource persons, participant feedback, and recommendations for future improvements. Through this initiative, KPJA reaffirms its commitment to enhancing the professional capacities of judicial support staff, ensuring greater accuracy, efficiency, and integrity in judicial proceedings.

INTRODUCTION

The delivery of justice relies heavily on the accuracy, efficiency, and integrity of court proceedings. Secretaries, Private Secretaries & Stenographers play a vital role in this process, serving as the guardians of justice by ensuring that court proceedings are accurately recorded and judgments are precisely drafted. Their work directly impacts the quality of justice, the reputation of the court, and the trust of the public.

BACKGROUND

The judiciary is entrusted with upholding the rule of law, ensuring justice, and protecting human rights. However, this noble mission can be compromised by inefficiencies, inaccuracies, or unethical practices in drafting of judgments. Therefore, it is essential to enhance the skills, knowledge, and professionalism of Secretaries, Private Secretaries & Stenographers to ensure that justice is delivered efficiently, effectively, and impartially.

PURPOSE AND IMPORTANCE

This training aimed to empower Secretaries, Private Secretaries & Stenographers with the knowledge, skills, and best practices required to excel in their roles. By focusing on drafting of judgments, effective communication, ethics, and professional development, this training was directed towards the improvement of the administration of justice.

OBJECTIVE OF THE TRAINING

1. Enhance drafting skills of Secretaries, Private Secretaries & Stenographers.
2. Improve understanding of ethical standards, confidentiality, and data protection.
3. Enhance English writing and communication skills.

OUTCOMES

1. Improved accuracy, efficiency, and quality of drafting.
2. Enhanced understanding of ethical standards, confidentiality, and data protection.
3. Better communication and collaboration between Secretaries, Private Secretaries, Stenographers, judges, and other court staff.
4. Increased confidence and professionalism among Secretaries, Private Secretaries & Stenographers.

TRAINING METHODOLOGY

The training was conducted through a combination of:

1. **Interactive Sessions:** Lectures and discussions led by subject matter experts on technical side and practical exercises
2. **Q&A and Peer Learning:** Opportunities for participants to ask questions, share experiences, and learn from each other.

PROCEEDINGS

The daily activities of the three-day professional development course are briefly encapsulated below:

DAY 1: MONDAY, 17TH MARCH 2025

INAUGURAL CEREMONY

- **Chair:** Mr. Justice Arshad Ali, Hon'ble Judge, Peshawar High Court & Advisor KPJA
- **Welcome Address:** Mr. Jehanzeb Shinwari, Director General, KPJA, welcomed the participants, emphasizing the critical role of Secretaries, Private Secretaries, and Stenographers in ensuring judicial efficiency. He highlighted the importance of judgment drafting accuracy, ethical conduct, and technological adaptability, urging participants to actively engage in the training to enhance their professional capabilities.
- **Keynote Address:** Hon'ble Mr. Justice Arshad Ali underscored the significance of professional development in the judiciary. He emphasized that precise and well-structured drafting is fundamental to fair and efficient justice delivery. His lordship encouraged participants to adopt modern technological tools while remaining committed to ethical and professional standards.
- **Group Photo:** Participants and dignitaries gathered for a group photo to commemorate the session.

ACADEMIC SESSIONS

1. **Psychological Assessment Test-I & Pre-Evaluation**
 - **Facilitated by:** KPJA Faculty
 - **Focus:** Participants' existing competencies, learning expectations, and training needs.
2. **Judgment Writing Skills**
 - **Speaker:** Mr. Abdul Mateen, PSO (Retired) & Mr. Ishaq Shah, Senior Court Secretary
 - **Focus:** Principles of judgment writing, structural clarity, and practical writing techniques.
3. **Core Skills: Speed Building & Stenography**
 - **Speaker:** Mr. Abdul Mateen & Mr. Ishaq Shah

- **Focus:** Transcription speed, accuracy, and shorthand proficiency.
- 4. **Effective English Writing**
 - **Speaker:** Dr. Sabeen Hayat, Assistant Professor, IM Sciences Peshawar
 - **Focus:** Grammar, vocabulary, and sentence structuring for precise legal drafting.

DAY 2: TUESDAY, 18TH MARCH 2025

Recap & Feedback Session

- **Facilitated by:** KPJA Faculty
- **Focus:** Key lessons from **Day 1**, allowing participants to share insights and clarify concepts.

ACADEMIC SESSIONS

1. **Courtroom Procedures & Protocols**
 - **Speaker:** Mr. Rohul Amin, AR Judicial (Retired)
 - **Focus:** Insights into courtroom etiquette, procedural best practices, and handling confidential information.
2. **Technology & Tools in Legal Drafting**
 - **Speaker:** Mr. Muhammad Fahim, MIS, PHC
 - **Focus:** Digital recording systems, transcription software, and AI-based legal research tools.
3. **Professional Development & Wellness**
 - **Speaker:** Dr. Muhammad Shakeel, Asst. Professor, Dept. of Psychiatry & Behavioral Sciences, RMC, RMI
 - **Focus:** Time management, stress handling, and career growth strategies.
4. **Drafting Skills-I (Practical)**
 - **Speaker:** Mr. Abdul Mateen & Mr. Ishaq Shah
 - **Focus:** Hands-on drafting exercises with real case scenarios and expert feedback.

DAY 3: WEDNESDAY, 19TH MARCH 2025

RECAP & FEEDBACK SESSION

- **Facilitated by:** KPJA Faculty
- **Focus:** Reinforced previous lessons and addressed queries raised by participants.

ACADEMIC SESSIONS

1. **Navigating the Law: Case Law Search Techniques**
 - **Speaker:** Dr. Mazhar Ali Khan, Research Cell, PHC
 - **Focus:** Effective legal research methodologies and online databases.
2. **Technology & AI in Legal Drafting**
 - **Speaker:** Mr. Hamaish Khan, DR (Judicial), PHC
 - **Focus:** The integration of AI in judgment drafting, critical analysis, and balancing automation with human discretion.
3. **Drafting Skills-II (Practical)**
 - **Speaker:** Mr. Abdul Mateen & Mr. Ishaq Shah
 - **Focus:** Advanced practical drafting exercises with real-time editing and structuring techniques.
4. **Open House Discussion & Psychological Assessment-II**
 - **Moderators:** Mr. Riaz Aslam Davi, PHC Research Cell & KPJA Faculty
 - **Focus:**
 - **Challenges in research-oriented drafting.**
 - Key takeaways and gathered suggestions for future training.

CONCLUDING CEREMONY

- **Chair:** Mr. Jehanzeb Shinwari, Director General, KPJA
- **Class Representative's Remarks:** A representative from the participants shared feedback, appreciating the valuable insights and hands-on exercises incorporated in the training.
- **Closing Remarks:**
 - Mr. Jehanzeb Shinwari commended the participants for their active engagement and dedication throughout the training.

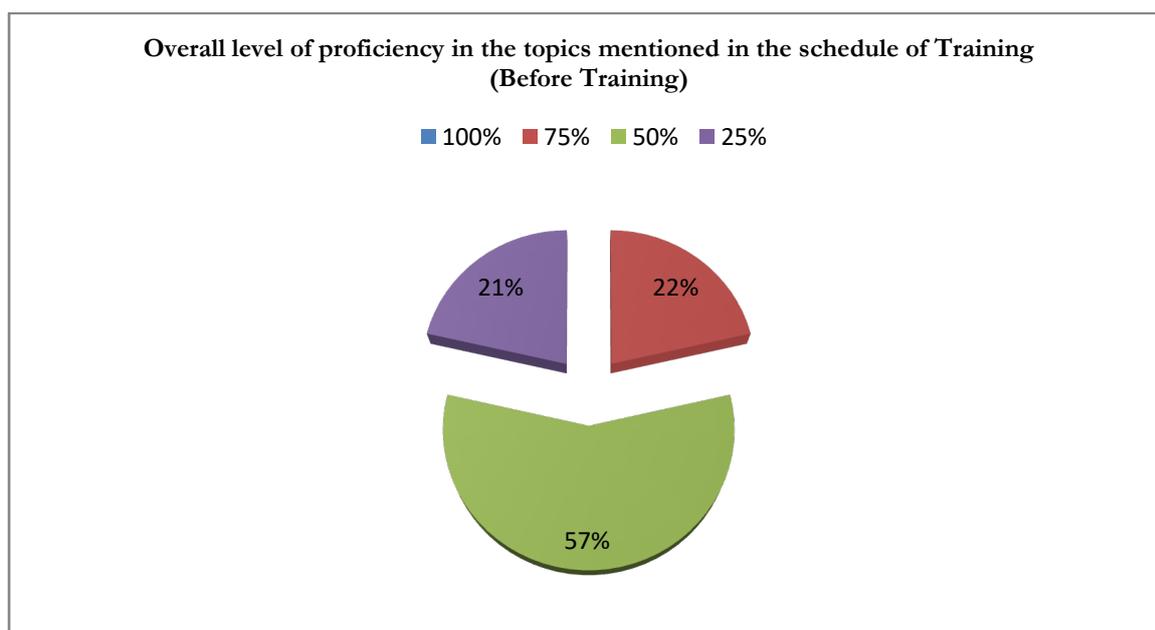
- He stressed that efficiency in judgment drafting plays a crucial role in ensuring timely justice and highlighted the importance of adapting to modern legal research tools and AI-driven documentation techniques.
- **Certificate Distribution:** Certificates were awarded to all participants, acknowledging their successful completion of the training.
- **Group Photo:** The ceremony concluded with a group photograph, commemorating the activity.

IMPACT OF THE TRAINING

Significant indicator of the training impact is:

Whether the training contributed to improvement of the knowledge, skills and attitudes of the participants?

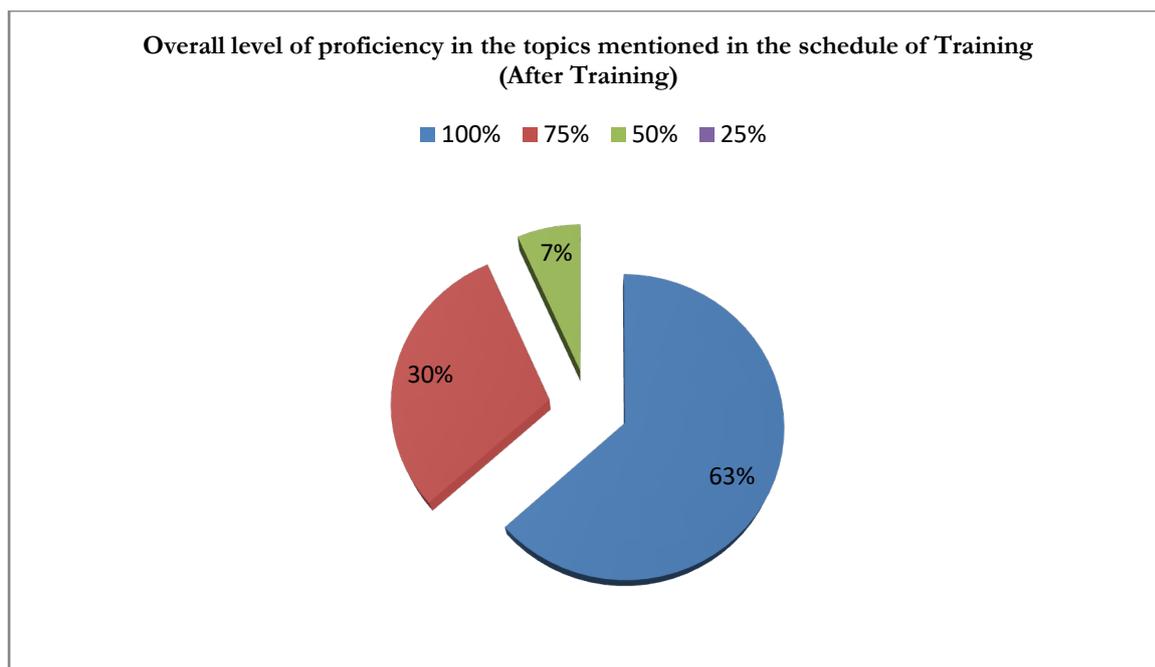
Pre-& post-evaluation questionnaires were designed to cater for this aspect. Relevant feedback obtained from the participants is reflected below:



Interpretation:

The above pie chart represents the level of trainee's proficiency in the topics of the training schedule before the commencement of the subject training:

	Represents 25% level of proficiency- indicated by 21% of the trainees.
	Represents 50% level of proficiency- indicated by 57% of the trainees.
	Represents 75% level of proficiency- indicated by 22% of the trainees.
	Represents 100% level of proficiency- indicated by 00% of the trainees.



Interpretation:

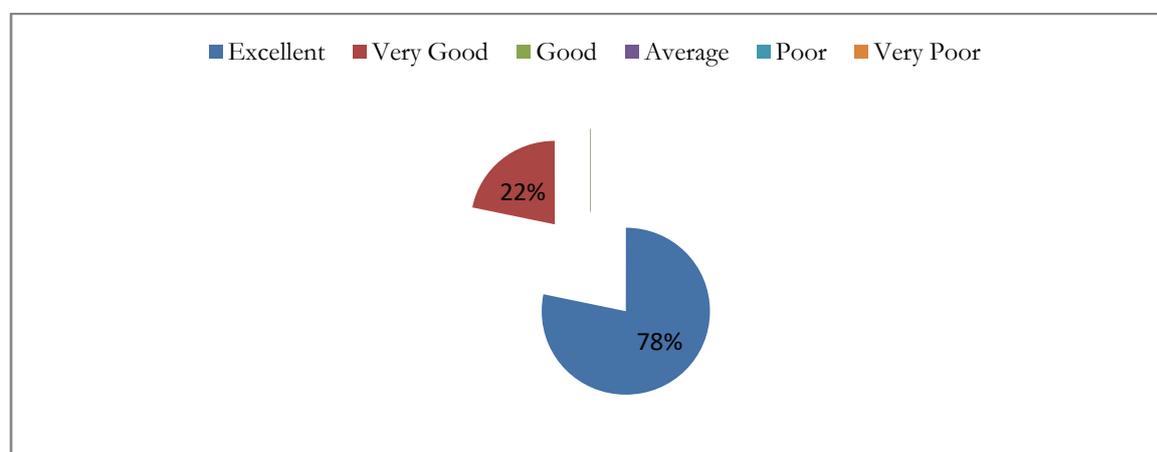
The above pie chart represents the level of trainee's proficiency in the topics of the training schedule after the conclusion of the subject training:

-  Represents 50% level of proficiency- indicated by 70% of the trainees.
-  Represents 75% level of proficiency- indicated by 30% of the trainees.
-  Represents 100% level of proficiency- indicated by 63% of the trainees.

The pre and post evaluation shows significant improvement in the level of proficiency from 0% to 63%.

QUALITY OF THE TRAINING

Quality of the training can be assessed by participants' evaluation of the resource persons. Moreover, the participants were asked to comment on the overall quality of the program. Their response and the feedback are shown in graphic form below:

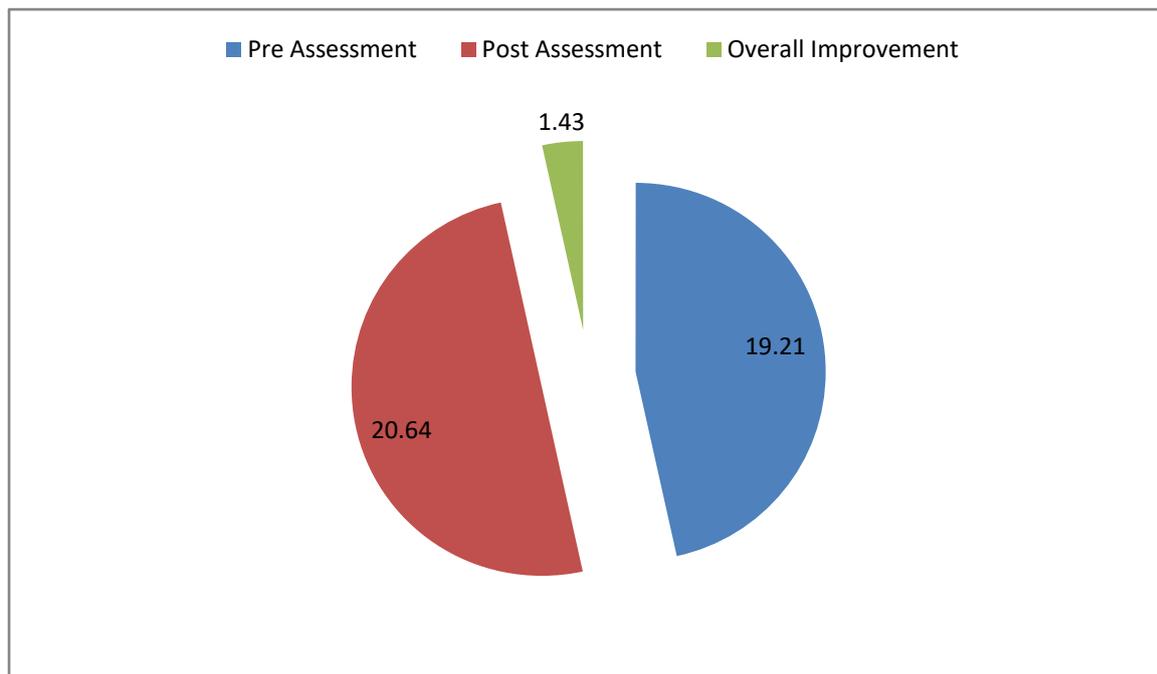


- 22% of the trainees rated the overall quality of the training program to be very good
- 78% of the trainees rated the overall quality of the training program to be excellent

RESOURCE PERSONS EVALUATION

Name	Topic	Average
Dr. Sabeen Hayat	Effective English Writing	83.61
Mr. Hamaish Khan	Convergence of Technology and Law in Effective Drafting of Judgment and Case Law Search	83.33
Dr. Muhammad Shakeel	Professional Development and Wellness	82.05
Dr. Mazhar Ali Khan	Navigating the Law (Effective Case Law Search Techniques)	77.08
Mr. Muhammad Fahim	Technology and Tools	73.95
Mr. Abdul Mateen/Mr. Ishaq Shah	Drafting Skills-I (Practical)	71.59
Mr. Rohul Amin	Courtroom Procedures and Protocols	71.52
Mr. Abdul Mateen/Mr. Ishaq Shah	Core Skills	70.53
Mr. Abdul Mateen/Mr. Ishaq Shah	Drafting Skills-II (Practical)	66.66
Mr. Abdul Mateen/Mr. Ishaq Shah	Judgment Writing Skills	64.88

PRE AND POST ASSESSMENT RESULT



Interpretation:

1. Pre-Assessment Performance :

- The average score before the training was 19.21/25. This indicates that participants started the course with a moderate level of knowledge or skills.

2. Post-Assessment Performance :

- After completing the training, the average score improved to 20.64/25. This shows a noticeable increase in participants' performance, suggesting that the course effectively enhanced their understanding and skills.

3. Overall Improvement :

- The difference between the post-assessment and pre-assessment scores is 1.43 points, which is represented by the green section. This quantifies the positive impact of the training program on participants' abilities.

FEEDBACK

During the three-day professional development course, participants shared valuable insights regarding the training's effectiveness, structure, and areas for improvement. Their feedback has been summarized below:

Overall Training Experience

- The training was well-structured and highly beneficial in enhancing judgment drafting skills.
- Participants appreciated the interactive sessions and practical exercises that helped bridge theory and application.

Resource Persons & Content Delivery

- Most sessions were well-received, with engaging and knowledgeable instructors.
- Some participants suggested that certain sessions needed more time for in-depth discussion.

Time Management & Session Duration

- Several participants recommended extending lecture durations, particularly for technical sessions like legal drafting and AI tools.
- A few suggested reducing break times to accommodate longer practical exercises.

Use of Technology in Training

- The session on AI and legal research tools was highly appreciated for its practical relevance.
- Some participants suggested more hands-on exercises with digital transcription and case law search databases.

Suggestions for Future Training

- Introduce additional practice-based exercises for judgment structuring.
- Provide more advanced training on AI-assisted legal drafting and research techniques.

- Extend the course duration to at least five days to allow deeper exploration of key topics.

Final Remarks

- Participants expressed gratitude to KPJA and Peshawar High Court for organizing a valuable and career-enhancing training program.
- The certificate distribution ceremony was appreciated as a form of recognition for their commitment and learning.

CONCLUSION

The Professional Development Course for Secretaries, Private Secretaries, and Stenographers of the Peshawar High Court (PHC) successfully enhanced participants' skills in judgment drafting, legal research, stenography, and professional ethics. The interactive sessions, practical exercises, and expert-led discussions equipped participants with the necessary tools to improve accuracy, efficiency, and professionalism in their roles.

By integrating technology, AI tools, and ethical standards, the training ensured that court staff can meet the evolving demands of the judicial system. The feedback from participants underscored the value of the training, with many recommending longer sessions and more practical exercises.

This initiative aligns with KPJA's broader strategy of continuous capacity building for judicial staff, reinforcing its commitment to judicial excellence and efficient service delivery. The insights gained from this program will inform future training initiatives, ensuring a sustained impact on judicial operations and legal drafting practices.

ANNEXURES

- **ANNEX-A: LIST OF PARTICIPANTS**
- **ANNEX-B: SCHEDULE OF TRAINING**
- **ANNEX-C: TRAINING IN PICTURES**
- **ANNEX-D PSYCHOLOGICAL ASSESSMENT-II**

ANNEX-A: LIST OF PARTICIPANTS

S.NO	NAME	DESIGNATION	STATION
1.	Mr. Muhammad Ayub Khan	Court Secretary	PHC
2.	Mr. Shahid Ali	Court Secretary	PHC
3.	Mr. Muhammad Ayaz	Private Secretary	PHC
4.	Mr. Abdul Ghaffar	Senior Scale Stenographer	PHC
5.	Mr. Abdul Saeed	Senior Scale Stenographer	PHC
6.	Mr. Arshad Khan	Senior Scale Stenographer	PHC
7.	Mr. Jehangir Khan	Senior Scale Stenographer	PHC
8.	Syed Jamil ur Rehman	Senior Scale Stenographer	PHC
9.	Mr. Khalid Usman	Senior Scale Stenographer	PHC
10.	Mr. Nadir Rahim Khan	Senior Scale Stenographer	PHC
11.	Mr. Abdur Rehman	Junior Scale Stenographer	PHC
12.	Mr. Shahid Ali	Junior Scale Stenographer	PHC
13.	Mr. Usama	Junior Scale Stenographer	PHC
14.	Mr. Muhammad Haris	Junior Scale Stenographer	PHC

ANNEX-B: SCHEDULE

Day-1: Monday (17 th March, 2025)		
Inaugural Session (08:30-09:00)		
08:00-08:30	Registration of the Participants	
08:30	Arrival of the Chief Guest	
08:30-08:35	Recitation from the Holy Quran	
08:35-08:40	National Anthem	
08:40-08:45	Welcome address by the Director General KPJA	
08:45-08:55	Keynote Address by the Chief Guest	
08:55-09:00	Group Photo	
Academic Session		
Duration	Topic	Resource Person
09:00-09:30	Psychological Assessment Test-I	KPJA
09:30-09:50	Pre-evaluation	Faculty
09:50-10:15	Orientation Session	Faculty
10:15-11:15	Judgment Writing Skills: <ul style="list-style-type: none"> • Principles of Judgment Writing • Structure and Format • Tips for Effective Writing 	Mr. Abdul Mateen PSO (Rtd) & Mr. Ishaq Shah Senior Court Secretary.
Health Break (11:15-11:30)		
11:30-12:30	Core Skills: <ul style="list-style-type: none"> • Speed Building and Accuracy • Stenography Skills 	Mr. Abdul Mateen PSO (Rtd) & Mr. Ishaq Shah Senior Court Secretary.

12:30-01:30	Effective English Writing: <ul style="list-style-type: none"> • Grammar and Vocabulary • Sentence Structure and Clarity 	Dr. Sabeen Hayat Assistant Professor English IM Sciences
Day-2: Tuesday (18th March, 2025)		
08:30-08:35	Recitation from the Holy Quran	Participant
08:35-09:00	Recap/Feedback Session	Faculty, KPJA
09:00-10:00	Courtroom Procedures and Protocols: <ul style="list-style-type: none"> • Courtroom Etiquette • Courtroom Proceedings and Procedures • Handling Sensitive or Confidential Information 	Rohul Amin AR Judicial (Rtd)
10:00-11:00	Technology and Tools: <ul style="list-style-type: none"> • Digital Recording Systems • Audio and Visual Synchronization Techniques • Transcription Software and Tools 	Mr. Muhammad Fahim, MIS, PHC

Health Break (11:00 – 11:15)		
11:15-12:15	Professional Development and Wellness: <ul style="list-style-type: none"> • Time Management and Organization • Stress Management • Continuing Education and Professional Development 	Dr. Muhammad Shakeel, Asst. Professor Department of Psychiatry & Behavioral Sciences RMC, RMI
12:15-01:15	Drafting Skills-I (Practical)	Mr. Abdul Mateen PSO (Rtd) & Mr. Ishaq Shah Senior Court Secretary
Day-3: Wednesday (19th March, 2025)		
08:30-08:35	Recitation from the Holy Quran	Participant

08:35-09:00	Recap/Feedback Session	Faculty, KPJA
09:00-10:00	Navigating the Law (Effective Case Law Search Techniques): <ul style="list-style-type: none"> • Effective Search Skills • Using Online Research Databases and Resources 	Dr. Mazhar Ali Khan, Research Cell, PHC
10:00-11:00	Convergence of Technology and Law in Effective Drafting of Judgment and Case Law Search <ul style="list-style-type: none"> • Using AI and Technology Tools in Drafting, Case Law Search and Legal Research • Critical Thinking and Analysis • Balancing AI and Human Judgment 	Mr. Hamaish Khan, DR (Judicial), PHC
Health Break (11:00 – 11:15)		
11:00-11:45	Drafting Skills-II (Practical):	Mr. Abdul Mateen PSO (Rtd) & Mr. Ishaq Shah Senior Court Secretary
11:45-12:45	Open House Discussion: <ul style="list-style-type: none"> • Challenges in Research Oriented Drafting • Summary of the lessons learnt and takeaways • Suggestions • Psychological Assessment-II 	Moderators: <ul style="list-style-type: none"> • Mr. Riaz Aslam Davi Research Cell, PHC & • Psychologist/KPJA
12:45-01:00	Post Evaluation	Faculty
Concluding Ceremony		
01:00	Arrival of the Chief Guest	
01:00-01:05	Recitation from the Holy Quran	
01:05-01:15	Trainees Feedback by the Class Representative	
01:15-01:30	Address by Hon'ble the Chief Guest (subject to availability & Confirmation)	
01:30-01:45	Certificate Distribution	

ANNEX-C: TRAINING IN PICTURES

Inagural Ceremony



Academic Discourses / Resource Persons







Concluding Ceremony









KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

03-Day Enhancing Excellence in Drafting of Judgments- Professional Development Course for Secretaries, Private Secretaries & Stenographers of Peshawar High Court (17-19 March, 2025)



Sitting L to R

Mr. Zubair Hussain (Protocol Officer-PHC), Syed Mansoor Shah Bukhari (R&PO), Mr. Wajid Ali(Dir. Ins-III), Ms. Hina Khan (Dir. Ins-I), Mr. Dost Muhammad Khan (SDA), Mr. Jehanzeb Shinwari- (Director General), Mr. Justice Arshad Ali (Hon'ble Judge PHC), Mr. Zia ur Rehman (Dean Faculty), Ms. Faryal Zia Mufti (Dir. Ins-II), Mr. Sajid Amin(AO), Mr. Muhammad Ishaq Shah(RP), Mr. Abdul Mateent(RP), Mr. Muhammad Ayaz,

Standing L to R

Mr. Arshad Khan, Mr. Muhammad Ayub Khan, Mr. Abdul Ghaffar, Mr. Nudir Rahim Khan, Mr. Shahid Ali, Mr. Shahid Ali, Syed Jamil ur Rehman, Mr. Abdur Rehman, Mr. Abdul Saeed, Mr. Jehangir Khan, Mr. Khalid Usman, Mr. Usama, Mr. Muhammad Harris.

PSYCHOLOGICAL ASSESSMENT-II

Psychological assessment –II of the participants of Professional Development Course on Enhancing Excellence in Drafting of Judgments for Secretaries, Private Secretaries and Stenographers of Peshawar High Court

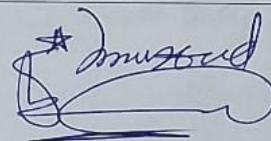
S.#	Name & Designation	Result Psychological Assessment - I	Remarks observed during the open house discussion session
1	Mr. Muhammad Ayub, Court Secretary		Communication skill good (avg) Learning ability excellent
✓2	Mr. Shahid Ali, Court Secretary		Communication skill below avg Learning ability good
3	Mr. Muhammad Ayaz, Private Secretary		Communication skills excellent Learning ability very good
4	Mr. Abdul Ghaffar, Senior Scale Stenographer		Communication skill good Learning ability excellent
5	Mr. Abdul Saeed, Senior Scale Stenographer		Communication skills excellent Learning ability very good
6	Mr. Arshad Khan, Senior Scale Stenographer		Communication skills - avg Learning ability - above avg
7	Mr. Jehangir Khan, Senior Scale Stenographer		Communication skills - very good Learning ability - not good
8	Syed Jamil Ur Rehman, Senior Scale Stenographer		Communication skill - excellent Learning ability - excellent
9	Mr. Khalid Usman, Senior Scale Stenographer		Communication skill below avg Learning ability very good
10	Mr. Nadir Rahim, Senior Scale Stenographer		Communication skill - good (above avg) Learning ability - above avg
11	Mr. Abdur Rehman, Junior Scale Stenographer		C. skill - very good L. ability - very good
12	Mr. Shahid Ali, Junior Scale Stenographer		C. skill - avg L. ability - above avg
✓13	Mr. Osama, Junior Scale Stenographer		Communication skills avg Learning ability good
✓14	Mr. Muhammad Haris, Junior Scale Stenographer		Communication skill above avg Learning ability excellent

Grading	Score
Below avg - Not good	2.5
avg - good	5.00
above avg - v. good	7.50
Excellent - Best	10.00

(Dr. Muhammad Shakeel)
Assistant Professor
Department Psychiatry & Behavioural Sciences
RMC, RMI

**Psychological assessment –II of the participants of Professional Development
Course on Enhancing Excellence in Drafting of Judgments for Secretaries,
Private Secretaries and Stenographers of Peshawar High Court**

S.#	Name & Designation	Result Psychological Assessment – I	Remarks observed during the open house discussion session
1	Mr. Muhammad Ayub, Court Secretary	15	
2	Mr. Shahid Ali, Court Secretary	18	
3	Mr. Muhammad Ayaz, Private Secretary	18	
4	Mr. Abdul Ghaffar, Senior Scale Stenographer	19	
5	Mr. Abdul Saeed, Senior Scale Stenographer	17	
6	Mr. Arshad Khan, Senior Scale Stenographer	17	
7	Mr. Jehangir Khan, Senior Scale Stenographer	15	
8	Syed Jamil Ur Rehman, Senior Scale Stenographer	20	
9	Mr. Khalid Usman, Senior Scale Stenographer	20	
10	Mr. Nadir Rahim, Senior Scale Stenographer	17	
11	Mr. Abdur Rehman, Junior Scale Stenographer	19	
12	Mr. Shahid Ali, Junior Scale Stenographer	15	
13	Mr. Osama, Junior Scale Stenographer	18	
14	Mr. Muhammad Haris, Junior Scale Stenographer	19	



(Dr. Muhammad Shakeel)

Assistant Professor

Department Psychiatry & Behavioural Sciences

RMC, RMI