

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No. 5(5)/2020-HR-II


Islamabad, the 16th March, 2021

Subject: - FUTURE OF WORK AT FEDERAL SECRETARIAT AND TRAINING NEED ASSESMENT.

Please find enclosed herewith a copy of Secretariat Training Institute letter No.F.19-1/2021-Admn dated 4th March, 2021 on the subject cited above.

2. In the said letter, Secretariat Training Institute, (STI) Islamabad has taken an initiative to assess training needed in respect of officials (16 and below) working in the Ministries & Divisions of the Federal Government. In this regard, information related to sections other than HR Section is required to be filled for further submission to the quarter concerned latest by 22.03.2021.

Encl: As above


(Muhammad Arshid)
Deputy Director (HR-II)

Distribution.

- i. Section Officer (GA-I), Ministry of Commerce
- ii. Section Officer (Budget), Ministry of Commerce
- iii. Deputy Director (IT), Ministry of Commerce

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION
SECRETARIAT TRAINING INSTITUTE

No.F.19-1/2021-Admn.

Islamabad, the 4th March, 2021.

MEMORANDUM

Subject: FUTURE OF WORK AT FEDERAL SECRETARIAT AND TRAINING NEED ASSESSMENT.

Reference Director General Circular of even number dated the 3rd December, 2020 on the above subject.

2. Response is still awaited. It is, therefore, requested to furnish the information to this section at the earliest.



(Sherish Khan)

Deputy Director (Admn-II)

04-03-2021.

All concerned Ministry Division.

Training Need Assessment Form

Please fill out the form and email at dir.it@sti.gov.pk by 15-01-2021.

Ministry / Division _____

Phone _____

Email _____

Please identify the Knowledge & Skills that are required at the Ministry

SKILSS	No Need	Low Need	High Need	Targeted Cadre	Expected Number of Trainees
File work & Paper Management					
Written & Oral Skills					
Administration					
Supervision of Staff					
Procurement Procedures					
Placing Orders and Market Engagements					
Financial and Accounting Skills					
Book Keeping					
Preparation of Payrolls					
Preparation of Budget					
Research & Analysis					
Information Processing					
Report Writing					
Typing Urdu					
Typing English					
Shorthand					
Official English					
Urdu Zabaan e Daftari					



Training Need Assessment Form

Program Management				
Emotional Maturity & Intelligence				
Public & Customer Service Empathy				
Communication Skills				
Mailing & Filing Correspondence				
Media Management				
Creativity and Flexible Thinking				
Decision Making				
Teamwork				
Ability to work independently				
Patience and Respectfulness				
Determination and Dedication				
Networking				
Event Management and Meetings				
IT & Office Management Skills				
E-Office and E-Filing System				
Social Media Skills				
Key Performing Indicators (KPIs)				
Confidence & Drive				
Ability to meet deadlines				
Coping with Stress				
Ability to organize and prioritize work load				



Training Need Assessment Form

Interpersonal skills				
Listening Skills				
Courtesy				
Logical Approach to Problem Solving				
Efficiency & Achieving Results				
Staying Focused				
Perseverance and motivation				
Honesty & Integrity				
Reliability & Discretion				
Work Values & Office Ethics				

Do you want to suggest any specific training not mentioned above?

Do you want to advise use of any specific training software?

Do you want to suggest any resource person with a specific expertise?

Any other ideas or comments?

Confirmation

Name _____ Designation _____ Date _____

Signatures _____

