

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(2)/2021-HR-II

Islamabad, the 27th November, 2023

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 4th TO 8th DECEMBER

Secretariat Training Institute is organizing subject courses from 4-12-2023 to 8-12-2023. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for BPS 11-16.

Course objectives:-

To enhance communication skills of participants and to build professional excellence in this filed.

Courses Contents/Outlines:-

i)	Correspondence with Members of the Public	ii)	Correspondence with Foreign Government
iii)	Noting & Drafting on files	iv)	Preparation of Drafts / Specimen Form of Communication
v)	Check on Delays	vi)	General: - Inspection - Meeting

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 30-11-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 04-12-2023 at 09:00 a.m hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 29-11-2023 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II) 27/11/2023

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- i. Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
 - ii. Notice Board (A-Block)
 - iii. Notice Board (Kohsar Block)