No. 5(2)2024-Admn-I/-HR-I   Islamabad, the 15th February, 2024

CIRCULAR

SUBJECT: - **NOMINATIONS FOR TRAINING COURSE ON "PROBLEM SOLVING AND DECISION MAKING" FROM 11-03-2024 TO 15-03-2024**

Please find enclosed herewith a copy of self explanatory Memorandum No. 3-1/2022-23 EP dated 06-02-2024 received from Secretariat Training Institute, on the above citied subject for placing on the website of the Ministry of Commerce.

2.   Interested officers of the Ministry may send their nominations duly approved by their respective Head(s) of the Wing(s) to HR-I Section latest by **01-03-2024** positively.

Encl: **As above**

(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

F.No. 3-1/2022-23 EP.   Islamabad, the 6th February, 2024

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON " PROBLEM SOLVING AND DECISION MAKING " FROM 11-03-2024 TO 15-03-2024.**

The subject course is being conducted at STI Campus H-9, Islamabad from 11-03-2024 to 15-03-2024, on part time basis, from 9:00 to 11:30 hours daily or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

The course aims to equip trainees with effective problem solving techniques and strategies by introducing them to different decision making models and frameworks.

Major Contents:

• The nature of problems and decision making process. • Critical thinking skills and problem solving. • The role of information Technology in decision making.	• Theoretical models of decisions making and problem solving techniques • Difficulties in the implementation of decisions in the public sector and way forward to ensure success

2.   Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **08-03-2024**. Nominations may please be reconfirmed by **08-03-2024** at the given e-mail address **ddep2@sti.gov.pk**. **Late receipt of nominations will not be entertained**. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **11th March, 2024** at **0900 hours. No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3.   STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4.   Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

(Aftab Akram Chohan)
Deputy Assistant Director (Executive Programme)
Cell# 03335143377

To

i) Joint Secretary (Admn), Ministries/ Divisions
ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
iii) AD (IT), STI with request to place the circular on website.