

No.5 (1)/2019/Admn-1/MoC

Islamabad, the 21st February, 2020

Circular

Subject: **ONE WEEK (PART -TIME) TRAINING COURSE ON COMMUNICATION SKILLS FROM 30-03-2020 TO 03-04-2020**

A Self Explanatory O.M No.5-1/2020-SD-II dated 11th February, 2020 received from Secretariat Training Institute (STI) is organizing the subject training form 30-03-2020 to 03-04-2020, for the officials (BPS 11 to-16) of Federal Ministries /Divisions/Departments. The course shall commence from 9.00 to 11.00 hours daily. (Copy of O.M.of STI, is enclosed)

2. Interested officials of (BPS 11-16) of Ministry of Commerce are requested to send their nominations with approval of concerned officer to Admn-1/MoC section latest by 21-02-2020. Database Administrator of Ministry of Commerce is requested to upload the above mentioned training on the website of Ministry of Commerce.



(Arshad Nawaz)
Deputy Director (MoC)

Database Administrator (MoC)

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2020-SD-II

Dated 11th February, 2020 -

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON COMMUNICATION SKILLS FROM 30-03-2020 TO 03-04-2020.

STI is organizing subject course from 30-03-2020 to 03-04-2020. The course shall commence 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 to build professional excellence.

Course Contents / Outlines:

i)	Forms of communications	ii)	Correspondence with Members of Public.
iii)	Noting & Drafting on files.	iv)	Preparation of drafts/specimen of forms of draft communication(s).
v)	Checks on delays.	vi)	General: - Inspections. - Meetings

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **24-03-2020**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 30-03-2020 **at 0900 hours. No registration shall be allowed after 0900 hours.** The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations. STI offers an equal opportunity training environment. Female employees are encouraged to apply.


(Muhammad Muzaffar Khan)
Director (SD)

Joint Secretary (Admn), Ministries / Divisions /Heads of Departments
Heads of Subordinate Offices/Autonomous Bodies.

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