GOVERNMENT OF PAKISTAN

MINISTRY OF COMMERCE

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

Islamabad, the 16th March, 2021

Subject: - FUTURE OF WORK AT FEDERAL SECR ETARIAT 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.

Traininng Need Assessment Form

Please fill out the form	and email at dir.it@sti.gov.pk by 15-01-2021.
Ministry / Division	29
Phone	
Email	

SKILSS	No Need	Low Need	High Need	Targeted Cadre	Expected
					Number of Trainees
File work & Paper Management					
Written & Oral Skills					
Administration		E.	i I		
Supervision of Staff	-2 ₃ (2.23)				
Procurement Procedures		*** *** *** *** *** *** *** *** *** **			
Placing Orders and Market Engagements					
Financial and Accounting Skills					
Book Keeping			777.003-2019-65		
Preparation of Payrolls					
Preparation of Budget					
Research & Analysis				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	22
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Traininng Need Assessment Form

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Management					
Emotional					
Maturity &					
Intelligence					
Public &				:	
Customer Service	1				
Empathy					
Communication Skills					
Mailing & Filing					
Correspondence					
Media					
Management	Ex maps on the second				
Creativity and		ATTICL TO A STATE OF			
Flexible Thinking					
Decision Making	1711				
Teamwork					
Ability to work independently					
Patience and					
Respectfulness		N AS ACTUAL			
Determination					
and Dedication	The second of the second of				
Networking					
Event					
Management and Meetings					
IT & Office					
Management Skills					
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Filing Sysem					
Social Media		And the seconds and a second			
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Key Performing Indicators (KPIs)	:				
Confidence &					
Drive					
Ability to meet deadlines					
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Stress					12 To
Ability to			The tree is not be with the same	4-4 () () () () () ()	gand 14, 61 6.7.240 and
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Traininng Need Assessment Form

Interpersonal			
skills			e in the second
Listening Skills			er e ser e e e e e e e e e e e e e e e e
Courtesy			
Logical Approach			
to Problem		·	
Solving	The second secon		
Efficiency &			
Achieving Results			
Staying Focused		III	
Perseverance and			ALL TO MONEY SERVICE
motivation	rocki po maja na dia ali praja na majo		
Honesty &			
Integrity	THE PART OF THE PA	and the second of the second deadle, age to second and the second	
Reliability &	a things with a few second		
Discretion			
Work Values &			
Office Ethics			
Do you want to advise use	of any specific training software?		
Do you want to suggest any	y resource person with a specific	expertise?	
Any other ideas or commer	nts?		
	Confirmation	901.7932.95	
Name	Designation	Date	
Signatures	= 0.000		/

Center of Excellence in Governance and Policy Studies Secretariat Training Institute, Islamabad

