

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 22nd September, 2021

CIRCULAR

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE
ON "COMMUNICATION SKILLS" FROM 04-10-2021 TO 08-10-2021**

Secretariat Training Institute is organizing subject courses from 04-10-2021 to 08-10-2021. 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.

Courses Contents/Outlines:-

i)	Noting & Drafting	ii)	Correspondence with Members of the Public
iii)	Preparation of Drafts/Forms of Communication	iv)	Check on Delays
v)	Inspection & Meeting		

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 30-09-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 04-10-2021 at 0900 hours. No registration shall be allowed after 0915hours.

3. The interested officials of the Ministry, may forward their nomination, latest **by 27-09-2021 positively.**


(Muhammad Arshid)
Deputy Director (HR-II)
051-9217786

✓ Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.

2. Notice Board