

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 4th March, 2022

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 04-04-2022 TO 08-04-2022.

Secretariat Training Institute (STI) is organizing subject course from 04-04-2022 to 08-04-2022. 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 objective:

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

Course Contents/Outlines:

i)	Noting & Drafting on files	ii)	Correspondence with Member of the Public
iii)	Preparation of Drafts/Specimen of forms of Communications	iv)	Correspondence with Foreign Government
v)	Check on Delays	vi)	Inspections & Meeting

2. It has been requested that nomination of suitable officials of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 31-03-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-02-2022 at 09:30 a.m hours. No registration shall be allowed after 10:00 hours.

3. The interested officials of the Ministry, may forward their nomination, latest **by 28-03-2022 positively.**


(Muhammad Arshid)
Deputy Director (HR-II)

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- Copy to Deputy Director (IT), Ministry of commerce, Islamabad, with the request to upload the circular on the Ministry's website.
 - Notice Board