

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 12th September, 2022

CIRCULAR

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON
"COMMUNICATION SKILLS" FROM 03-10-2022 TO 07-10-2022**

Secretariat Training Institute is organizing subject courses from 03-10-2022 to 07-10-2022. 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 objectives:-


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

Courses Contents/Outlines:-

i)	Noting & Drafting on files	ii)	Correspondence with Members of the Public
iii)	Preparation of Drafts / Specimen Form of Communication	iv)	Correspondence with Foreign Government
v)	Check on Delays	vi)	Inspection & Meeting

2. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 29-09-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 03-10-2022 at 0900 hours. No registration shall be allowed after 0900 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 19-09-2022 positively. Nominations received after the deadline will not be entertained.


(Bushra Nawaz)
Section Officer (HR-II)

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

- Notice Board