

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad, the 7th April, 2023

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 02-05-2023 TO 05-05-2023.

Secretariat Training Institute (STI) is organizing subject course from 02-05-2023 to 05-05-2023. 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 to build professional excellence.

Course Contents/Outlines:

i)	Forms of Communications	ii)	Correspondence with Member of the Public
iii)	Noting & Drafting on files	iv)	Preparation of drafts/Specimen of forms
v)	Check on Delays	vi)	General: - Inspections - 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 26-04-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 02-05-2023 at 09:00 hours. No registration shall be allowed after 09:00 hours.

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 17-04-2023 positively. Nominations received after the deadline will not be entertained.


(Muhammad Arshid)
Section Officer (HR-II)

- i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)