

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 15<sup>th</sup> June, 2023

CIRCULAR

**SUBJECT: - ONE WEEK (PART-TIME TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 17-07-2023 TO 21-07-2023.**

Secretariat Training Institute (STI) is organizing subject course from 17-07-2023 to 21-07-2023. 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
ii)	Noting & Drafting on files	iv)	Preparation of drafts/Specimen of forms of draft communication (s)
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 12-07-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 17-07-2023 at 09:00 hours. No registration shall be allowed after 09:00 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 05-07-2023 positively. Nominations received after the deadline will not be entertained.

  
(Syed Asghar Shah)  
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)