

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 10th December, 2012

CIRCULAR

A copy of D.O No.7/1/2012-MSW-IV(Trg) dated 04-12-2012 received from the Establishment Division, MSW, Islamabad regarding 5 days workshop on “**Organization Development & Change Management**” under its Managerial Effectiveness Program for officers in BPS-19 & BPS-20 or equivalent from **28th January to 1st February, 2013**.

2. The interested officers in BPS-19 & BPS-20 or equivalent of this Ministry are requested to please sent their nominations duly recommended/approved by their respective Senior Officers to this Section latest by **14-12-2012** for onwards submission to the Establishment Division, Islamabad. Those would be preferably appreciated who could act as as Master Trainers/Resource Persons on the above mentioned subject. The schedule of the subject workshop program is enclosed herewith & the nomination form can be downloaded from the website: <http://www.Establishment.gov.pk>. The required nomination form will also be available on the Ministry's website: www.commerce.gov.pk.

Maria Kazi

(Maria Kazi)

Section Officer (Admn-I)



No. 7/1/2012/MSW-IV (Trg)
Government of Pakistan
Establishment Division
Management Services Wing

Director General
Phone: 051-9211537
Fax: 051-9204109

Islamabad, the 4th December, 2012

Subject:- **ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT WORKSHOP**

Dear Mr. Secretary,

As you are aware, Establishment Division (Management Services Wing) provides a broad spectrum of Management Consultancy Services to the Public Sector Organizations and also trains the Government functionaries in Modern Management Techniques in order to enhance their managerial skills and capabilities as assigned under the Federal Rules of Business 1973. In line with its charter of duties, the Management Services Wing is organizing a five day Workshop on "Organization Development and Change Management" under its "Managerial Effectiveness Program" from 28th January to 1st February 2013 for the Federal and Provincial Government Officers including the Government of Azad Jammu & Kashmir (AJ&K) as well as Officers from the Armed Forces of Pakistan.

2. The Workshop program is enclosed. It aims at helping the participating officers to acquire skills to contribute effectively in the success of their organizations as the workshop focuses on:

- a) Conceptual framework of Organization Development: This will be covered by renowned practitioners of Pakistani organizations.
- b) Practical demonstration and sharing of experience by six leading organizations (including one from the Private Sector) who have successfully implemented their "Organization Development Plans" and also managed the resultant change upto a reasonable level
- c) Critique of the Workshop by the team of experts and development of a "**ROAD MAP**" containing "**Organization Development interventions & tools**" for use by the participants of the Workshop

3. The Officers in BPS-19 & 20 or equivalent are eligible to attend the Workshop. It is an opportunity for the senior officers to interact with the best available "Resource Persons" on the subject, in Pakistan and it would, therefore, be appreciated if such officers are nominated for this Workshop who could subsequently act as Master Trainers/Resource Persons, on the subject.

4. The Workshop shall (Inshallah) be held at the **National Library of Pakistan Islamabad (Near Prime Minister's Secretariat) from 9.00 AM to 01.30 PM daily.**

5. The Workshop fee is **Rs.5000/- (Rupees Five Thousands only)** per participant which is payable through cross cheque, bank draft or pay order drawn in favour of Drawing & Disbursing Officer (DDO) of Management Services Wing, Establishment Division, Islamabad. **However, nominees of the Organizations being paid from the Federal Consolidated Fund are exempt from the payment of the Workshop Fee.**

6. Nominations on the prescribed form, placed at Annex-I, (the forms can also be downloaded from our website <http://www.Establishment.gov.pk>) complete in all respects, may be forwarded to this office latest by 31st December, 2012.

7. **Since the number of seats are limited, nominees may please be directed to report for this Workshop only after confirmation of their nominations from this office.**

With regards,

Yours sincerely,



(Muhammad Shahid Siddiqui)

The Secretary,
Commerce Division,
A Block, Pak Secretariat
Islamabad.

WORKSHOP ON
“ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT”
28th JANUARY to 1st FEBRUARY, 2013

Day-1(28th January 2013)		
I. Inaugural Session		
9:00-9:05	Tilawat-e-Quran	
9:05-9:15	Introduction of the Course by Director General	
9:15-9:25	Address by the Chief Guest	
9:25-10:00	Group Photograph followed by Tea Break	
II. Regular Program	Topic	Speaker
Technical Module: Organizational Development Challenges		
10:00-11:30	Organization Development & Change Management – Conceptual Framework	Mr. Anwer Goplani, Head of Human Resources, Central Depository Company
11:30-11:45	Tea Break	
11:45-13:30	Organization Development & Change Management in the Global Scenario – Prospects and Challenges for Pakistan	Mr. Sajjad Ahmad, Director General, Intellectual Property Organization (IPO)
Day-2 (29th January, 2013)		
Module-II (Managing Change through Organizational Development Planning)		
09:00 to 09:05	Tilawat –e-Quran	
9:05 to 10:30	Organization Development Planning – External & Internal Issues.	Mr. Muhammad Naeem ul Haq, Director General, Management Services Wing
10:30 to 11:30	Change Management Planning/ Strategies.	Prof. Dr. Anees Ahmad, Vice Chancellor, R.I.P.A.H University
11:30 to 11:45	Tea Break	
11:45 to 13:30	Organization Development-Interventions and Tools	Mr. Zafar Aziz Osmani, CEO, Accelerate (Pvt) Ltd. Karachi

Day-3 (30th January, 2013)**Module-III (Success Stories in Public Sector Organization)**

09:00 to 09:05	Tilawat –e-Quran	
09:05 to 10:30	Role of Human Resource Management in Organization Development and Change Management- SUPARCO in focus	Air Commodore (R) Ch. Muhammad Iqbal, Director H.R SUPARCO
10:30 to 10:45	Tea Break	
10:45 to 12:15	A journey from UGC to HEC – A case of organizational effectiveness	Dr. Syed Sohail Hussain Naqvi, Executive Director, HEC
12:15 to 13:30	Organization Development through Cultural Change – Competition Commission of Pakistan in focus.	M/s. Rahat Konain, Chairperson, Competition Commission of Pakistan

Day-4 (31st January 2013)**Module-IV Future Considerations & Issues in the Organizational Development**

9:00 to 9:05	Tilawat-e-Quran	
9:05 to 10:30	The issues and Challenges of Restructuring of the Public Sector Organizations for the 21 st Century.	Dr. Ashfaq Hassan Khan, Principal & Dean, NUST Business School
10:30 to 10:45	Tea Break	
10:45 to 12:15	A Role Model for Change through transformation – Securities and Exchange Commission of Pakistan	Mr. Abid Hassan, Member HR, SFOP
12:15 to 13:30	Organizational Behavior Management- Turnaround in the State Bank of Pakistan.	Mr. Ahsen Kamal, Dir H.R State Bank of Pakistan

Day-5 (1st February 2013)**Module-V (Success Story in Private Sector Organization)**

09:00 to 09:05	Tilawat-e-Quran	
09:05 to 10:30	P.T.C.L as a success model in respect of Organization Development	Mr. Shehzad Safdar Khan, Executive Vice President P.T.C.L
10:30 to 10:35	Stretch Break	
10:35 to 12:30	Critique of the workshop and development of the roadmap for implementation	Panel of experts from MS-Wing, headed by Mr. Muhammad Nacem ul Haq, Director General, and comprising of five Director Generals, Management Services Wing

Closing Ceremony	
14:00 to 14:05	Recitation from Holy Quran
14:05 to 14:15	Course Report by the DG
14:15 to 14:20	Views of the participants
14:20 to 14:30	Certificates Distribution
14:30 to 14:35	Address by the Chief Guest
	Lunch/ Tea



GOVERNMENT OF PAKISTAN
 CABINET SECRETARIAT
 ESTABLISHMENT DIVISION
 (MANAGEMENT SERVICES WING)
 ISLAMABAD

Annexure-I

PHOTOGRAPH

NOMINATION FORM

“ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT WORKSHOP”
 (28th January to 1st February, 2013)

Nominating organization: _____

Address of the nominating organization _____

Particulars of the Nominee:

1. Name (Block Letters): _____
2. Designation & pay scale: _____
3. Date of birth: _____
4. Address: (i) Office _____
 (ii) Residence: _____
5. Telephone: office: _____ Res: _____ Cell _____
 Fax: _____ E..mail _____
6. Educational Qualifications: _____
7. Training received (i) Local: _____

 (ii) Foreign: _____

8. Date of joining service: _____
9. Occupational group/cadre: _____
10. Date of appointment to the present post: _____
11. Brief description of Present responsibilities: _____

Date _____
 Place: _____

Signature of Nominee

FOR OFFICIAL USE ONLY
 Reference no:
 Received on:
 Checked by:
 Approved /Not Approved

Signature and stamp of
 Nominating Authority
 Tele:
 Fax: