

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



Islamabad, the 16th May, 2013

CIRCULAR

A copy of D.O No.7/1/2012-MSW-IV(Trg) dated 09-5-2013 received from the Establishment Division, MSW, Islamabad regarding 3 days workshop on “**Strategic Intent of Human Resource Management**” under its Managerial Effectiveness Program for officers in BPS-19 & BPS-20 or equivalent to be held from **18th 20th June,2013** at the National Library of Pakistan(Near Prime Minister’s Secretariat),Islamabad from 9:00 a.m to 4:30p.m.

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 **23-05-2013** 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.

3. It is pertinent to mentioned here that the workshop fee is **Rs.3,000/-** per participant, however the officers who are being paid directly from the Federal Consolidated Fund are exempted from the workshop fee.



(Fahad Raza)

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 9th May, 2013

Subject:- **WORKSHOP ON "STRATEGIC INTENT OF HUMAN RESOURCE MANAGEMENT"**

Dear Mr. Secretary,

As you are aware, Management Services Wing of the Establishment Division 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 to it under the Federal Rules of Business 1973. In line with its charter of duties, the Management Services Wing is organizing a three day Workshop on "**Strategic intent of Human Resource Management**" under its "**Managerial Effectiveness Program**" from **18th to 20th June 2013** for the Officers from Federal and Provincial Governments including the Government of Azad Jammu & Kashmir (AJ&K) as well as Officers from the Armed Forces of Pakistan.

2. The noteworthy aspect of this workshop is that **it includes a module on modifying behavior of employees in the public sector organizations i.e. overcoming the Myths that keep Government organizations from radically improving as well as another module on use of Emotional Intelligence in the organizational effectiveness.**

3. Detailed program of the workshop is **annexed**. Officers in BPS-19 & 20 or equivalent are eligible to attend the Workshop. **It would 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 04:30 PM daily.

5. The Workshop fee is Rs.3000/- (Rupees three thousand 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-II**, (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 3rd June, 2013.**

7. **Since the number of seats is 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)

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

Program (In-Service) 18th to 20th June, 2013

Day-1 (18-06-2013)

09:00 – 09:05	Tilawat aur Tarjuma
09:05 – 09:15	Introductory remarks by the Director General (Training)
09:15 – 09:25	Address by the Chief Guest
09:25 – 10:00	Group Photograph & Refreshments

Module-I : Strategic Intent of Human Resource Management

II. Regular Program	Topic	Speaker
10:00 – 11:30	Strategic Approach to Human Resource Management – Introduction	Mr. Zafar Aziz Osmani, CEO, Accelerate (Pvt) Ltd. Karachi
11:30 – 13:00	Alignment of Structure of Human Resources with the Organization Strategies- Theoretical perspective	Mr. Zafar Aziz Osmani, CEO, Accelerate (Pvt) Ltd. Karachi
13:00 – 14:00	Prayers & Lunch Break	
14:00 – 15:30	Current Issues in Human Resource Management in the Federal Govt./ Public Sector Organizations	Mr. Muhammad Naeem ul Haq Director General, MS-Wing Establishment Division
15:30 – 16:30	Knowledge and Culture Management	Prof. Dr. Anees Ahmad, Vice Chancellor, R.I.P.A.H University

Day-2 (19-06-2013)		
09:00 – 10:15	Human Resource Management Model and its linkages with the Organization Objectives - Competition Commission of Pakistan in focus	M/s. Rahat Kaunain Hassan, Chairperson, Competition Commission of Pakistan
10:15 – 10:30	Refreshments	
10:30 – 12:00	Decision Support System for Human Resource Management – Job Content Analysis	Mr. M. Feroze Khan, Director General, MS-Wing, Establishment Division
Module-II : HRM Challenges and Modifying Behavior		
12.00 – 13:30	Financial and Management related Myths <ul style="list-style-type: none"> • Govt. Sector is not for profit • Customer – Orientation is lacking • The people who pay for their services are not those who use it. • Customer satisfaction is a non-issue • Efficiency is not rewarded. • What the Govt. functionaries do can't be described nor be measured, managed or improved • Saving one's skin is preferred over performing duties. • Misuse of the discretionary powers to a certain extent is permissible 	Mr. Muhammad Naeem ul Haq Director General, MS-Wing Establishment Division
13:30- 14:30	Prayers & Lunch Break	
14:30- 16:00	Political & Social Myths <ul style="list-style-type: none"> • Politico- Bureaucracy interface is hard to manage • Officials are appointed on patronage basis • Rules cannot be observed due to negative political behavior/ pressure • Strategic and operational decisions are made on political basis • Collaboration of officials with politicians hamper the operations • Officials are lazy and always make lame excuses • Efficiency has gender bias • All the social engagements have to be performed during office hours. • Punctuality is not observed on the pretext of not serving in corporate sector • Accountability is not self driven • Ethics/ beliefs have no relevance to the official working • There is no harm in selective patronage 	Mr. Abdul Rauf Khan, Former Federal Secretary

Day-3 (20-06-2013)

Module-III: Emotional Intelligence and Organizational Effectiveness

9:00 – 11:30	Role of Emotional Intelligence in Behavioral Modification/ Organizational Effectiveness	Mr. Muhammad Abdullah, Ex- Chief Secretary/ Chairman. KP Public Service Commission	
11:30-11:45	Refreshments		
11:45-12:30	Group Work Topics I. <u>Concept of Wabi- sabi</u> Why perfectionism is a wrong goal	<ul style="list-style-type: none"> • Discussion Material, briefing & debriefing • Evaluation of the presentations & value addition by the Committee 	Mr. Muhammad Shahid Siddiqui, DG (Training)
12:30-13:30	II. <u>Attitudes</u> <ul style="list-style-type: none"> • Organizations are limited by their leadership unwillingness to acknowledge the blind spots • Does expression of anger help the Teams? III. <u>Leadership lessons</u> <ul style="list-style-type: none"> • Find a good in others • Don't jump to conclusions Format <ul style="list-style-type: none"> • Discussions • Presentations • Conclusion & Way forward 		The Committee Mr. Muhammad Naeem-ul-Haq, DG MS Wing (Chairman) Mr. Rafatullah Burki, DG MS Wing (Member) Mr. Muhammad Feroze Khan, DG MS Wing (Member) Mr. Attique Hussain Khokhar, DG MS Wing (Member)
13:30-14:00	Break for Prayers		
Closing Ceremony			
14:00 to 14:05	Recitation from Holy Quran		
14:05 to 14:15	Course Report by the DG (Training)		
14:15 to 14:30	Views of the participants		
14:30 to 14:45	Certificate Distribution		
14:45 to 15:00	Address by the Chief Guest		
15:00	Lunch		



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

Annexure-II

PHOTOGRAPH

NOMINATION FORM

"STRATEGIC INTENT OF HUMAN RESOURCE MANAGEMENT"

(1st to 20th June, 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: