

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



Islamabad, the 27th August, 2014

CIRCULAR

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

A copy of D.O No.7 (1)/2014/MSW-IV(Trg)OD & CM dated 19-08-2014 received from the Establishment Division, MSW, Islamabad regarding 3 days workshop on "Organization Development and Change Management" under its Managerial Effectiveness Program for officers in BPS-19 & Above to be held from 23rd to 25th September, 2014 at the National Library of Pakistan (Near Prime Minister's Office), Islamabad from 9:00 a.m to 4:00 p.m.

2. The interested officers in BPS-19 & Above of this Ministry are requested to please send their nominations duly recommended/approved by their respective Senior Officers to this Section latest by **01-09-2014** for onwards submission to the Establishment Division, Islamabad. Those would be preferably appreciated who could act as Master Trainers/Resource Persons on the above mentioned subject. The schedule of the subject workshop program and the nomination form are enclosed herewith. 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.5,000/- per participant, however the officers who are being paid directly from the Federal Consolidated Fund are exempted from the workshop fee.



(Muhammad Sulman Mahsud)
Section Officer (Admn-I)

Forwarded to:-

- i. All officers in BPS-19 & Above of the Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject workshop as well as the nomination form on the Ministry's website.



No. 7(1)/2014/MSW-IV (Trg) OD&CM
Government of Pakistan
Establishment Division
Management Services Wing

Director General
Phone: 051-9211537
Fax: 051-9204109
Email: taqwa58@hotmail.com

Islamabad, the 19th August, 2014

Subject:- ORGANIZATION DEVELOPMENT AND CHANGE
MANAGEMENT WORKSHOP

Dear Mr. Secretary,

As you are aware, in accordance with the task assigned to it under the Federal Rules of Business 1973, Management Services Wing of 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. In line with its charter of duties, the Management Services Wing is organizing a three day Workshop on "Organization Development and Change Management" under its "Managerial Effectiveness Program" from 23rd to 25th September 2014 for the officers from Federal and Provincial Government including the Government of Azad Jammu & Kashmir (AJ&K) as well as Officers from the Armed Forces of Pakistan.

2. The Workshop aims at helping the participating officers to acquire skills to contribute effectively in the strategic success of their organizations as the workshop focuses on conceptual framework of Organization Development as well as Practical demonstrations and sharing of experiences by leading organizations (both Public & Private Sector) who have successfully implemented their "Organization Development Plans" and also managed the resultant change upto reasonable level

3. Program of the workshop is annexed. Officers in BPS-19 and above 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 **National Library of Pakistan (Near Prime Minister's Office) from 9.00 AM to 04:00 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, complete in all respects, may be forwarded to this office **latest by 10th September, 2014.**
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)

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



**ORGANIZATION DEVELOPMENT
&
CHANGE MANAGEMENT**

(23rd to 25th September, 2014)

**Organized By
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
ISLAMABAD**

**WORKSHOP ON
“ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT”
(23rd to 25th September, 2014)**

Day-1 (23rd September, 2014)		
I. Inaugural Session		
09:00 to 09:05	Tilawat-e-Quran	
09:05 to 09:15	Introduction of the Course by the Director General (Training)	
09:15 to 09:25	Address by the Chief Guest	
09:25 to 10:00	Group Photograph followed by Tea Break	
II. Regular Program	Topic	Speaker
10:00 to 11:30	Organization Development & Change Management – Conceptual Framework	Dr. Ishrat Hussain, Ex-Governor State Bank of Pakistan and Ex-Chairman, National Commission for Government Reform (NCGR)
11:30 to 11:45	Tea Break	
11:45 to 01:15	Change Management Planning/ Strategies	Prof. Dr. Anees Ahmad, Vice Chancellor, RIPAH University
01:15 to 02:30	Lunch Break	
02:30 to 04:00	Organization Development Interventions & Tools	Ms. Sabahat Bukhari, Organizational Development Consultant
Day-2 (24th September, 2014)		
09:00 to 11:00	How Organization Development Intervention & effective Change Management can bring wonders – National Highways & Motorways Police – in Focus.	Mr. Zulfiqar Cheema, Director General, National Highways & Motorways Police
11:00 to 11:15	Tea Break	
11:15 to 01:15	A Role Model for Change through Transformation – NADRA	Mr. Sahibzada Naveed Jan, Director General (HR), NADRA
01:15 to 02:30	Lunch Break	

II. Regular Program	Topic	Speaker
02:30 to 04:00	Developing Strategic Agility for global challenges in the Organization Development.	Dr. Hamid Raffique Khattak, Organization Development Consultant
Day-3 (25th September, 2014)		
09:00 to 10:30	Successful Organization Development Practitioner in the Private Sector - Getz Pharma in focus	Mr. Khalid Mahmood CEO - Getz Pharma
10:30 to 10:45	Tea Break	
10:45 to 01:15	Exercise	

Closing Ceremony	
02:00 to 02:05	Recitation from Holy Quran
02:05 to 02:15	Course Report by the DG (Training)
02:15 to 02:25	Views of the participants
02:25 to 02:35	Certificate Distribution
02:35 to 02:45	Address by the Chief Guest
03:00	Lunch



Government of Pakistan
Cabinet Secretariat
Establishment Division
(Management Services Wing)
Islamabad

PHOTOGRAPH

NOMINATION FORM

"Organization Development and Change Management"
(23rd to 25th September, 2014)

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: