

No. 2(1)/2015-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 10th September, 2015

C I R C U L A R

Subject:- **3-DAYS WORKSHOP ON “ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT” SCHEDULED TO BE HELD FROM 5TH TO 7TH OCTOBER, 2015 AT KARACHI:**

A copy of D.O No.2/2/2015-MSW(T)/K dated 31-08-2015 received from the Establishment Division, MSW, Islamabad regarding 3 days workshop on “**Organization Development and Change Management**” for officers in **BPS-18 & above or equivalent** to be held from **5th to 7th October, 2015** in collaboration with Population Program Wing of the Ministry of National Health Services, Regulations & Coordination at **Training Hall of the National Research Institute for Fertility Care (NRIFC), Street No.13 & 14, Block-I, KDA Scheme-5, Kehkashan, Clifton , Karachi** from 9:00 a.m to 4:00 p.m.

2. The interested officers in BPS-18 & above or equivalent of this Ministry are requested to please sent their nominations duly recommended/approved by their Senior Officers to this Section latest by **14-09-2015** 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 detailed schedule & the nomination form of the subject workshop program are enclosed herewith.

3. It is pertinent to mention 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.


(ATAULLAH)
Director (HR&CP)

Forwarded to:-

- i. All officers in BPS-18 & above or equivalent of the Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject workshop, the schedule of the program as well as the nomination form on the Ministry's website.

4. The Workshop shall (Inshallah) be held at **Training Hall of the National Research Institute for Fertility Care (NRIFC), Street No.13 & 14, Block-I, KDA Scheme – 5, Kehkashan, Clifton, Karachi** 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, Karachi. **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**, complete in all respects, may be forwarded to **Director, Management Services Wing, Block 46-A, Pak Secretariat, Saddar, Karachi**, latest by **21st September, 2015** (Tel No. 021-99202154, Fax 021-99202155, Email director.msw.karachi@gmail.com).

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,
Government of Pakistan,
A Block, Pak Secretariat,
Islamabad



Director General
Phone: 051-9211537
Fax: 021-99202155

No.2/2/2015-MSW (T)/K
Government of Pakistan
Establishment Division
Management Services Wing

Islamabad, the 31st August, 2015

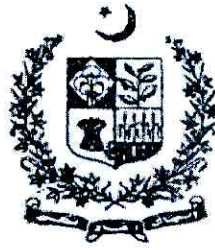
Subject:- **WORKSHOP ON "ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT"**

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, Karachi is organizing a three day Workshop on **"Organization Development and Change Management"** under its **"Managerial Effectiveness Program"** from 5th to 7th October, 2015 in collaboration with **Population Program Wing of the Ministry of National Health Services, Regulations & Coordination** 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 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-18 & above (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.**



**WORKSHOP
ON**

Organization Development & Change Management

October 5-7, 2015

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

WORKSHOP ON
“ORGANIZATION DEVELOPMENT AND CHANGE MANAGEMENT”
(5th to 7th October, 2015)

Day-1 (5th October 2015)	
I. Inaugural Session	
09:00 – 09:05	Tilawat-e-Quran
09:05 – 09:15	Introduction of the Course by the Director General (Training)
09:15 – 09:25	Address by the Chief Guest
09:25 – 10:00	Group Photograph followed by Tea Break

Time	Topic	Speaker
10:00 – 11:30	Organization Development & Change Management – Conceptual Framework	Mr. Anwer Goplani, Head of Human Resources, Central Depository Company
11:30 – 11:45	Break	
11:45 – 13:15	Strategic Perspective on Managing Productivity: Emerging Challenges in the Government Organizations and need for OD/CM	Mr. Farhad Karamally, Organization Development Consultant
13:15 – 14:00	Lunch & Prayers Break	
14:00 – 16:00	Global Challenges and Change Management	Mr. Farhad Karamally, Organization Development Consultant

Day-2 (6th October, 2015)		
09:00 – 11:00	Role of Human Resource Management in Organization Development and Change Management- SUPARCO in focus	Air Commodore (R) Ch. Muhammad Iqbal, Director H.R SUPARCO
11:00 – 11:15	Tea Break	
11:15 – 13:15	Organization Development- Interventions and Tools	Mr. Zafar Aziz Osmani, CEO, Accelerate (Pvt) Ltd. Karachi
13:15 – 14:00	Lunch & Prayers Break	
14:00 – 15:00	Documentary on Health Sector	Ms. Sania Nishtar, Former Federal Minister
15:00 – 16:00	Recommendation for Improving Health Sector by using OD Interventions	Ms. Marry Troops, M/o NHS (R&C)

Day-3 (7th October, 2015)		
09:00 – 10:30	Organizational Behavior Management- Turnaround in the State Bank of Pakistan.	Mr. Ahsen Kamal, Director H.R State Bank of Pakistan
10:30 – 10:45	Tea Break	
10:45 – 12:15	Group Work: Syndicate-I: Critical Analysis of OD/Change Intervention in NATPOW Syndicate-II: Critical Analysis of OD/Change Intervention in NRIFC	
12:15 – 13:15	Presentations by Syndicate-I & II	
13:15 – 14:00	Prayers Break	

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 14:35	Views of the participants
14:35 to 14:45	Certificate Distribution
14:45 to 15:00	Address by the Chief Guest
	Lunch



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

PHOTOGRAPH

NOMINATION FORM

“Organization Development & Change Management”
(5th to 7th October, 2015)

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: _____