



DIRECTOR GENERAL

Government of Pakistan
Ministry of Education and Trainings
Pakistan Manpower Institute

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Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:

Ref.No. 5 (85)/13-T&R
Dated: January 4, 2013

SUBJECT: **TWO Days Workshop ON "Effective Communication Skills" (6th - 7th FEBRUARY, 2013)**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI), besides other activities, arranges a series of training courses in the wide spectrum of Human Resource Development and labour related issues. These programmes are organized for the Officers and Executives from public and private sector organizations (NGOs) all over the country.

2. The Institute has planned to organize a two days Workshop on "**Effective Communication Skills**" (6 - 7 February, 2013). The objective of the workshop is to foster understanding the concept of effective communication skills, its importance for conveying clear and concise messages in the interest of listeners which will increase motivation and commitment of Team members for achieving maximum out put.

3. You are requested to send nomination(s) for the above two days workshop from your organization. The Institute is not charging any fee for these events, however, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organizations. Your personal interest in the matter will be highly appreciated. For further information please contact **Mr. Yasser Qureshi, Deputy Director, PMI (Coordinator of the Workshop)** on phone No. 9252553/9252551.

With regards.

Yours sincerely,


(Muhammad Azam)

MOST IMMEDIATE

No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 28th January, 2013

CIRCULAR

Copy of Pakistan Manpower Institute's letter No.5(85)/13-T&R, dated 04-01-2013 is forwarded with the request that nomination of suitable officers, duly approved/recommended by their respective senior officers may kindly be furnished to Admn-I Section latest by **29-01-2013**.


(MARIA KAZI)

Section Officer (Admn-I)