

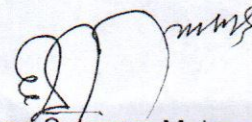
C I R C U L A R

Subject: Nomination for Two Part Time Training Course to be held at Secretariat Training Institute, Islamabad

Secretariat Training Institute, Islamabad has invited nomination of suitable officials to participate in part-time training courses mentioned below:-

Sr. #.	Course title and Duration	Objectives	Date of submission of nomination to this Office	Last date of STI for submission of nomination	Target Group	Course Supervisor & Coordinator
1.	Training Course on "Total Quality Management" from 16-05-2016 to 20-05-2016	To impart knowledge to participants about TQM Techniques for maximizing Performance by applying best management practices in respective Organizaions.	6 th May, 2016	16 th May, 2016	BPS 17-19	Deputy Director, STI.
2.	Training Course on Effective Communication and Negotiations Skills" from 23-05-2016 to 27-05-2016	To cater emerging requirement of negotiation and communication skills for effective utilization of human and material resources.	13 th May, 2016	23 rd May, 2016	BPS 17-19	Deputy Director, STI.

2. All officers are requested to send their nominations duly approved by their respective Heads of Wings to this office as per dates mentioned below. STI's Memoranda can be downloaded from the website of Ministry of Commerce.



Muhammad Suleman Mahsud
Deputy Director (MoC)

All Officers concerned of
Ministry of Commerce

GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-5/2015-EP.

Islamabad the 24th March, 2016

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "TOTAL QUALITY MANAGEMENT" FROM 16-05-2016 TO 20-05-2016.**

Subject course is being conducted at STI campus H-9, Islamabad from 16-05-2016 to 20-05-2016, on part time basis which shall be held daily from 0900 to 1130 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

The courses is intended to impart knowledge to participants about TQM Techniques for maximizing Performance by applying best management Practices in respective Organizations.

Outcome/ learning achievement:

Participants will learn to plan proactive process approach to facilitate change by aligning people with processes and technology to achieve organizational objectives in efficient manner.

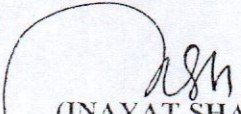
Course Contents / Outlines:

<ul style="list-style-type: none">• Introduction to TQM• TQM in Service Sector.• Service Quality Models.	<ul style="list-style-type: none">• Implications of TQM in the Public Sector.• Change Management
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **13-05-2016**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Therefore the nominee(s) may report to this Institute for registration on **16th May, 2016 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.


4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(INAYAT SHAH)
Deputy Director (EP)
Tele: 9265190

To

- Joint Secretary (Admn), Ministries/ Divisions/ Heads of Department
- Heads of Subordinate Offices / Autonomous Bodies.
- AD (IT), STI with request to place the circular on website.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : WWW.sti.gov.pk e-mail Inayat_sti@gmail.com





F.No. 1670-Admn-1
Date: 24/3/2016

GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-5/2015-EP.

Islamabad the 24th March, 2016

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 23-05-2016 TO 27-05-2016.**

Subject course is being conducted at STI campus H-9, Islamabad from 23-05-2016 to 27-05-2016, on part time basis which shall be held daily from 0900 to 1130 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

The course is intended to cater emerging requirements of negotiation and communication skills for effective utilization of human and material resources.

Outcome/ learning achievement:

The participants are expected to be able to understand fundamentals of communication and negotiation skills to overcome impediments and to improve communication through identification of ambiguities in language and their consequences affecting organizational purpose.

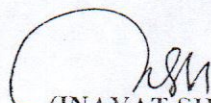
Course Contents / Outlines:

- | | |
|---|--|
| <ul style="list-style-type: none">• Fundamentals of communication and negotiation skills• Improving organizational communication | <ul style="list-style-type: none">• Negotiation and problem solving techniques• The role of information technology for improving communication skills |
|---|--|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **20-05-2016**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Therefore the nominee(s) may report to this Institute for registration on **23rd May, 2016 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

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Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : WWW.sti.gov.pk e-mail Inayat.sti@gmail.com

01/04/16
Inayat Shah

Handwritten notes and stamps on the right margin, including a date stamp "20/05/16" and some illegible text.