

Government of Pakistan
Ministry of Commerce
(Islamabad)

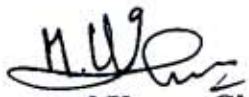


Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,
ISLAMABAD:**

The Secretariat Training Institute has invited the nominations for the following training courses:-

Sr. #.	Name of Training Course	Last Date
i.	Five-Days (Part-Time) Training Course on “ Transformational Leadership ” for Officers in BS-17 to BS-19 from 26-01-2015 to 30-01-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	02-01-2015
ii.	Five-Days (Part-Time) Training Course on “ Maintaining High Performance at the Workplace ” for Officers in BS-17 to BS-19 from 12-01-2015 to 16-01-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	31-12-2014
iii.	Two-Weeks(Part-Time) Training Course on “ Microsoft Office (MS Word, MS Excel & Power Point) ” for Government Servants of BS-07 to BS-16 <u>having basic knowledge of computer</u> from 12-01-2015 to 23-01-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	31-12-2014

2. Nominations of the suitable officers, officials may be forwarded to the undersigned with the approval of respective Senior Officers, as the last date mentioned therein.
3. Moreover, STI is interested in encouraging the women participation/nomination in the training courses mentioned above at Sr. No: i and ii.
4. It may be mentioned here that the Officer may nominate their staff members working under them for Sr. No. iii, if in their view of point, they need this training course for making improvement and enhancing their proficiency in their work.


(Muhammad Usman Ghani)
Section Officer (Admn-I)