

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.	Four-Weeks (Part-Time) Training Course on “ Public Sector Management (Level-II) ” Government Officers in BS-17 to BS-18 from 10-06-2014 to 04-07-2014 for three hours daily from 09:00 a.m to 12:00 noon.	30-05-2014
ii.	Four-Days (Part-Time) Training Course on “ Occupational Emotional Intelligence ” for Officers in BS-17 to BS-19 from 03-06-2014 to 06-06-2014 for three hours daily from 09:00 a.m to 12:00 noon.	28-05-2014
iii.	One-Week (Part-Time) Training Course on “ Monitoring and Evaluation in Public Sector ” for Officers in BS-17 to BS-19 from 09-06-2014 to 13-06-2014 for three hours daily from 09:00 a.m to 12:00 noon.	30-05-2014
iv.	10-Days (Part-Time) “ Capacity Building Training Course ” for UDCs/LDCs from 09-06-2014 to 20-06-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	30-05-2014
v.	5-Days (Part-Time) “ Special Capacity Building Training Course ” for Qasids & Naib Qasids from 23-06-2014 to 27-06-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	06-06-2014

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. It may be mentioned here that the Officer may nominate their staff members working under them for Sr. No. iv to v, if in their view of point, they need these training courses for making improvement and enhancing their ability in their work.


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