

No. 2(1)/2016-HR&CP
Government of Pakistan
Ministry of Commerce
Islamabad
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Islamabad, the 24th March, 2016.

C I R C U L A R

Subject: **WORKSHOP ON PERSONALITY DEVELOPMENT & INTERPERSONAL SKILLS (APRIL 26-28, 2016)**

Copy of Management Services Wing, Establishment Division's letter No. 2/1/2016-MSW(T)K, dated 17-03-2016 with its enclosures has been uploaded on the website of this Ministry.

2. Nomination of BS-18 & above officers on the above subject workshop duly approved by respective senior officers may please be forwarded this office up to 30th March, 2016.


(Zahid Hussain Abbasi)
Director (HR&CP)

Copy for information to:-

- i. All JSs/Chief Development Officer, DG (TP) /DG (DCW) /DG (TIS) /DG (STDC) ,Ministry of Commerce, Islamabad.
- ii. The System Network Administrator with the request to upload the subject training on the Ministry's website immediately.



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

No.2/1/2016-MSW (T)/K
Government of Pakistan
Establishment Division
Management Services Wing

Islamabad, the 17th March, 2016

Subject: WORKSHOP ON PERSONALITY DEVELOPMENT & INTERPERSONAL SKILLS (APRIL 26-28, 2016)

Dear Mr. Secretary,

As you aware, Management Services Wing of the Establishment Division provides a broad spectrum of Management Consultancy Services to the Public Sector organizations and also trains the Government functionaries in Modern Management practices in order to enhance their managerial skills and capabilities as assigned to it under the Federal Rules of Business 1973. In line with its charter of duties, the Management Services Wing, Karachi is organizing a three days Workshop on “Personality Development & Interpersonal Skills” in collaboration with Institute of Clinical Psychology, (ICP), Karachi from April 26-28, 2016. The Program has been designed for the officers from Federal and Provincial Governments including the Government of Azad Jammu & Kashmir (AJ&K) and Gilgit Baltistan as well as Officers from the Armed Forces of Pakistan.

2. Theme of the workshop is self awareness with identification of psychological blind spots and emotional intelligence in focus. Moreover, a full session has been reserved for “Stress Management”.

3. Detailed programme of the Workshop is placed as Annex-I. 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.

4. The Workshop shall (Insha Allah) be held at the Training Hall of the Institute of Clinical Psychology, 118 Block-20, Abulasar Hafeez Jalindhri Raod, Gulistan-e-Jauhar, Karachi.

5. The Workshop fee is Rs.5,000/- (Rupees Five thousand only) per participant which is payable through cross cheque, bank draft or pay order drawn in favour of Drawing and Disbursing Officer (DDO) of Management Services Wing, 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 11th April, 2016** (Tel. No. 021-99202154, Fax. No. 021-99202155, E-mail: director.msw.karachi@gmail.com).

7. Since the number of seats is extremely limited, **nominees may please be directed to report for this Workshop only after confirmation of their nominations from this office.**

With best regards,

Yours sincerely,



(Muhammad Shahid Siddiqui)

The Secretary,
Commerce Division,
Government of Pakistan,
A Block, Pak Secretariat,
Islamabad

PROGRAM (INSHA ALLAH)
(APRIL 26 – 28, 2016)

WORKSHOP ON
“PERSONALITY DEVELOPMENT & INTERPERSONAL SKILLS”

DAY-1 (26 APRIL , 2016)		
I. Inaugural Session		
09:00 - 09:05	Tilawat-e-Quran	
09:05 - 09:15	Introduction of the Course by Director General	
09:15 - 09:30	Address by the Chief Guest	
09:30 - 10:00	Group Photograph followed by Refreshments	
Module-I: <u>Self Awareness:</u>		
II. Regular Program	Topic	Speaker
10:00 - 11:00	<u>Concepts of :-</u> I. <u>Wabi- sabi</u> Why perfectionism is a wrong goal II. <u>Attitudes</u> <ul style="list-style-type: none"> • Organizations are limited by their leadership unwillingness to acknowledge the blind spots • Does expression of anger help the Teams? III. <u>Leadership lessons</u> <ul style="list-style-type: none"> • Find a good in others • Don't jump to conclusions (Formation of Groups & Finalization of Exercise)	Mr. Muhammad Shahid Siddiqui, Director General, Management Services Wing
11:00 - 13:00	An Overview of Self Awareness (Psychological Tools & Techniques for Self Awareness)	Dr. Kausar Ansari Associate Professor Institute of Clinical Psychology
13:00 - 14:00	<i>Prayers and Lunch Break</i>	
14:00 - 16:00	Developing Self Esteem and Getting over the past. (Exercise)	Dr. Hina Imran Assistant Professor Institute of Clinical Psychology

DAY-2 (27 APRIL, 2016)**Module-II: Interpersonal Skills & Stress Management:**

09:00 – 10:30	Concept of Stress	Dr. Shahzad Anwar, Acupuncturist and Pain Management Consultant
10:30 – 10:45	<i>Refreshments</i>	
10:45 – 12:15	Interpersonal skills/ Stress Management	Dr. Shahzad Anwar, Acupuncturist and Pain Management Consultant
12:15 - 13:45	Coping and Alleviating with Stress (Meditation Exercise)	-do-
13:45 - 14:30	<i>Prayers and Lunch Break</i>	
14:30 – 16:00	Inter personal skills	Dr. Hina Imran Assistant Professor Institute of Clinical Psychology

DAY-3 (28 APRIL, 2016)**Module-III Emotional Intelligence:**

09:00 -11:30	Emotional Intelligence	Dr. Bushra Khan, Assistant Professor, Department of Psychology University of Karachi
11:30 – 11:45	<i>Refreshments</i>	
11:45 – 13:45	Group Exercise Format ◆ Discussions ◆ Presentations ◆ Conclusion & Way Forward	Panel of Experts
13:45 - 14:30	<i>Break for Prayers</i>	
Closing Ceremony		
14:30 to 14:35	Recitation from Holy Quran	
14:35 to 14:45	Course Report by the DG	
14:45 to 14:50	Views of the participants	
14:50 to 15:10	Certificates Distribution	
15:10 to 15:30	Address by the Chief Guest	
	<i>Lunch</i>	



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

PHOTOGRAPH

NOMINATION FORM

WORKSHOP ON PERSONALITY DEVELOPMENT & INTERPERSONAL SKILLS
(APRIL 26-28, 2016)

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: