

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce & Textile Industry
(Commerce Division)



Islamabad, the 22nd October, 2013

C I R C U L A R

A copy of D.O No.7/1/2013-MSW-IV(Trg)PD dated 08-10-2013 received from the Establishment Division, MSW, Islamabad regarding 3 days workshop on “**Personality Development**” in collaboration with the Quaid-e-Azam University, Islamabad for officers in BPS-19 & BPS-20 and equivalent to be held from **26th to 28th November, 2013** at the National Library of Pakistan(Near Prime Minister’s Secretariat),Islamabad from **9:00 a.m to 4:00 p.m.**

2. The interested officers in BPS-19 & BPS-20 and equivalent of this Ministry are requested to please sent their nominations duly recommended/approved by their respective Senior Officers to this Section latest by **24-10-2013** for onwards submission to the Establishment Division, Islamabad. Those would be preferably appreciated who could act as as Master Trainers/Resource Persons on the above mentioned subject. The schedule of the subject workshop program is enclosed herewith & the nomination form can be downloaded from the website: <http://www.establishment.gov.pk>. The required nomination form will also be available on the Ministry’s website: www.commerce.gov.pk.

3. It is pertinent to mentioned here that the workshop fee is **Rs.5,000/-** per participant, however the officers who are being paid directly from the Federal Consolidated Fund are exempted from the workshop fee.

Ummr.

(Muhammad Umer Saleem Bhatti)
Section Officer (Admn-I)

Forwarded to:-

- i. All officers in BPS-19 & BPS-20 and equivalent of the Ministry of Commerce & Textile Industry, Commerce Division Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject workshop as well as the nomination form on the Ministry’s website.



No. 7(1)/2013/MSW-IV (Trg) PD
Government of Pakistan
Establishment Division
Management Services Wing

Director General
Phone: 051-9211537
Fax: 051-9204109

Islamabad, the 8th October, 2013

Subject:- **Workshop on Personality Development**

Dear Mr. Secretary,

As you are 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 Techniques 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 is organizing a three days Workshop on **Personality Development** in Collaboration with Dr. Muhammad Ajmal, National Institute of Psychology, Quaid-e-Azam University, Islamabad from 26th to 28th November 2013. Program of the Workshop is attached as **Annex-i**. The Workshop is designed for officers (in BS-19, BS-20 and equivalent) from Federal and Provincial Governments including the Government of Azad Jammu & Kashmir (AJ&K) as well as officers from the Armed Forces of Pakistan with the following objectives:-

- (a) helping in understanding one self;
- (b) grooming for self presentation;
- (c) developing positive attitude as a habit;
- (d) time & anger management; and
- (e) helping in reducing stress & conflict at workplace.

2. The Workshop shall (Inshallah) be held at the **National Library of Pakistan Islamabad (Near Prime Minister's Office)** from 9.00 am to 04:00 pm daily.

3. Nominations on the prescribed form, placed at **Annex-II**, (also available on website <http://www.establishment.gov.pk>) complete in all respects, may be forwarded to this office **latest by 4th November, 2013**.

Dy No. 778 - S (Admin-I)
Date: 11-10-13

OFFICE
1036a
10-10-2013

Dy No. 379 A.S-II
Date: 10/10/13

Dy. No. MS-3
Dated: 11/10/2013

4. The Workshop fee is Rs.5000/- (Rupees five thousand only) per participant which is payable through crossed cheque, bank draft or pay order drawn in favour of Drawing & Disbursing Officer (DDO) of Management Services Wing, Establishment Division, Islamabad. **However, nominees of the Organizations being paid from the Federal Consolidated Fund are exempt from the payment of the Workshop Fee.**

5. It would be appreciated if such officers are nominated for this Workshop who could subsequently act as Master Trainers/Resource Persons, on the subject. Since the number of seats is limited, nominees may please be directed to report for this Workshop only after confirmation of their nominations from this office.

With regards,

Yours sincerely,



(Muhammad Shahid Siddiqui)

Secretary,
Commerce Division,
A Block, Pak Secretariat,
Islamabad

**FIRST NATIONAL WORKSHOP ON
"PERSONALITY DEVELOPMENT"
(ROLE OF TEMPERAMENT, CHARACTER & ENVIRONMENT)
November 26-28, 2013**

DAY-1 (26TH NOVEMBER, 2013)		
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 <i>Tea Break</i>	

Module-I: <u>Self Awareness:</u>		
II. Regular Program		
	Topic	Speaker
10:00 - 11:30	An Overview of Self Awareness (Psychological Tools & Techniques for Self Awareness)	Mr. Javed Iqbal, Faculty Member, NIM, Peshawar
11:30 - 13:00	The Role of Gut Feeling in Personality Development	Mr. Nisar-ul-Haq, Personal Brand Strategist
13:00 - 14:00	<i>Prayers and Lunch Break</i>	
14:00 - 16:00	Developing Self Esteem and Getting over the past. (<i>Exercise</i>)	Ms. Saira Khan, Research Associate/ Lecturer, National Institute of Psychology

DAY-2 (27TH NOVEMBER, 2013)		
09:00 - 10:30	Faith, Religion and Self Awareness	Prof. Dr. Anees Ahmad, VC, RIPAH University
10:30 - 10:45	<i>Refreshments</i>	

Module-II: <u>Self Presentation:</u>		
10:45 - 12:15	The Bragging Exercise	Mr. Muhammad Naeem-ul-Haq, Director General, MS Wing

PTO

Module-III <u>Personal Development:</u>		
12:15 - 13:45	Anger Management : Chew it up, will chew you up (<i>Exercise</i>)	Mr. Naeem Aslam, Clinical Psychologist, National institute of Psychology, Q.A.U
13:45 - 14:30	<i>Prayers and Lunch Break</i>	
14:30 – 16:00	Personality Growth: Stop Worrying and start living (<i>Exercise</i>)	Mr. Naeem Aslam, Clinical Psychologist, National institute of Psychology, Q.A.U
DAY-3 (28TH NOVEMBER, 2013)		
Module-IV <u>Emotional Intelligence:</u>		
09:00 -11:00	Emotional Intelligence	Mr. Muhammad Abdullah, Ex-Chief Secretary/ Chairman, KPK Public Service Commission
11:00 - 11:15	<i>Refreshments</i>	
11:15-13:15	Managing Emotional Intelligence at Workplace (Activity based Assessment and Evaluation)	Ms Aisha Zubair, Lecturer, National Institute of Psychology
13:15 - 14:00	<i>Break for Prayers</i>	
Closing Ceremony		
14:00 to 14:05	Recitation from Holy Quran	
14:05 to 14:15	Course Report by the DG	
14:15 to 14:20	Views of the participants	
14:20 to 14:30	Certificates Distribution	
14:30 to 14:35	Address by the Chief Guest	
	<i>Lunch/ Tea</i>	



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

PHOTOGRAPH

NOMINATION FORM

“National Workshop on Personality Development”
(26th to 28th November, 2013)

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: