

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



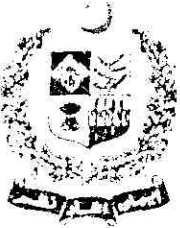
Islamabad, the 20th November, 2012

CIRCULAR

A copy of D.O No. 2/2/2012-MSW(T)/K dated 14-11-2012 received from Establishment Division, MSW, Karachi regarding 5 days workshop on "**Effective Management**" for officers in BPS-17.BPS-18.BPS-19 & above from 17th to 21st December,2012.

2. The interested officers in BPS-17,BPS-18,BPS-19 & above of this Ministry are requested to please sent their nominations duly recommended/approved by their respective Senior Officers to this Section latest by **26-11-2012** for onwards submission to the Establishment Division .Karachi.The contents of the subject workshop & the nomination form will be available on the Ministry's website: **www.commerce.gov.pk**.


(Maria Kazi)
Section Officer (Admn-I)



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D.O. No. 2/2/2012-MSW(T)/K
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
(Management Services Wing)
Block 46-A, Pak Secretariat
Karachi-74200
November 14, 2012

Subject: FIVE DAYS WORKSHOP ON EFFECTIVE MANAGEMENT
(DECEMBER 17 - 21, 2012)

Dear Sir,

A five days duration Workshop on “**Effective Management**” is being organized by the Establishment Division, Management Services Wing, Karachi, from December 17 to 21, 2012.

2. The main objective of the Course is to develop the knowledge and managerial skills of Government functionaries and Managers of Public Sector Organizations to enhance their effectiveness in their respective organizations. The officers in BS-17, BS-18 and BS-19 or equivalent may be nominated for the Course. However organizations desirous of sending their nominees who are above BS-19 are welcome as well. The Officers of equivalent rank/status from the Armed Forces and Ancillary Services would also be welcome. The contents of the Course are enclosed.

3. The Course is scheduled to be held on the prescribed dates at the Establishment Division, Management Services Wing, Block 46-A, Pak Secretariat, Karachi from 09:00 to 13:30 hours daily except holidays. It is a non-residential programme, therefore, participants are expected to make their own arrangements for boarding/lodging etc.

4. In pursuance to the decision of the Federal Government, the Course fee will not be charged from the nominees of the Organizations of Federal Government, which are paid out of the Federal Consolidated Fund. However, nominees from Provincial Governments, Government of AJK and Autonomous Bodies are required to pay Rs.5,000/- (Rupees five thousand only) per participant payable through crossed cheque, bank draft or pay order drawn in favour of the Director, Establishment Division, Management Services Wing, Karachi. Accordingly, nominating organizations are requested to enclose the requisite fee wherever applicable, while forwarding the nominations, else the Management Services Wing, Karachi would be constrained to regret the nomination.

5. Nominations on the prescribed form (enclosed) may be sent to this office latest by December 08, 2012. However, the nominees of the course may be directed to report for the Course only after their nominations have formally been confirmed in written by this office.

With best regards,

Yours sincerely,

(Ali Dino)

Encl: As above

The Joint Secretary (Admn)
Commerce Division
Islamabad

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
KARACHI

Subject: **FIVE DAYS WORKSHOP ON EFFECTIVE MANAGEMENT**

Objectives of the programme:

Introduce tools and techniques that make the executives more effective on their jobs and get the best performance from the given resources.

Components of the programme:

Day-1 : Organizational Analysis: Tools & Techniques

Concepts on organization formation, designing structures, setting objectives, functions of management and delegation of responsibilities and authorities and preparing the personnel to shoulder responsibilities and rational use of authority and line & staff relationship and centralization & decentralization etc.

(Case study: organizational analysis of any selected organization/staff reviews where work study techniques applied and discussion with participants to share by them regarding organization and functioning of their departments/offices and the managerial problems they are encountering in performance of their functions efficiently and effectively.

Day-2: Performance Management: Organizational & Employee's Perspective

- i) Purpose and objectives of systems, identification of system problems, system priorities and standards of performance.
- ii) Performance management of an organization (concepts, techniques on goals and targets setting, application models, i.e., Pakistan experience and Indian model).
- iii) Performance management of employees: Job analysis (concepts, methodology, application, etc.).

(Case study: Job analysis exercise in Federal Government Ministries/ Divisions).

Day-3: Productivity and Quality control

- i) The objectives, problems and need for productivity improvement in offices.
- ii) Concepts and techniques of quality control in the offices.
- iii) Record Management & MIS.

- iv) Simplification of systems, procedures and forms {Concepts, Management Services Techniques like O&M, PERT-CPM, Queuing Model, work study, strategy formulation, etc}.
- v) Procedure chart Exercise: Developing flow process charts, flow diagrams, etc., pertaining to a selected service delivery aspect of any Federal or Provincial Government Organization, identification of problems and suggesting measures for improvement.

Group formation for Group exercise and briefing about the exercise

Day-4: Behavioral Management

- i) Concepts on organizational, group and individual behaviour management including motivation techniques and leadership styles in government offices.
- ii) Communication skill (Concepts in communication processes, forms of communication i.e. correspondence, report writing on an organizational improvement study and presentation of recommendations and implementation plan).

Day-5: Group Work

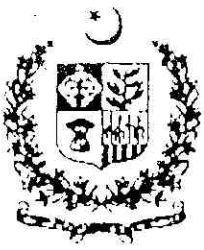
- i) Presentation by Groups
- ii) Debriefing
- iii) Certificates awarding ceremony

At the end of the programme the participants should:

- i) Have a good understanding of each of the five components of the course
- ii) Understand how all five are necessary for effective management.
- iii) Be able to review their own management practices against the concepts of the programme
- iv) Have prepared a comprehensive personal action plan to implement the lessons learnt from the programme
- v) Be able to adjust their leadership behaviour to the skills and motivation of individuals
- vi) Be able to communicate more effectively and understand factors which affect communication

Joining instructions:

- i) The Nominee officer should have sufficient knowledge and experience of working in managerial position so that he may constitute meaningfully in class discussion.
- ii) Each nominee officer will have to submit a resume of his own organization at the time of his joining the course which should contain the following aspects:-
 - a) Name, status, vision, mission and functions of the organization;
 - b) Organization structure & manpower position;
 - c) Systems and procedures of working;
 - d) Landmark achievements over the last 2 – 3 years;
 - e) Strengths and weaknesses; and
 - f) Areas for improvement,



NOMINATION FORM

Name of the Course:

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: _____

5. Telephone office: _____ Res: _____ Fax: _____ Cell # _____

Email address : _____

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

Signature of Nominee

Page

Signature and stamp of
nominating Authority
Tele:
Fax :