

No. 2(1)/2015-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 16th January, 2015

CIRCULAR

Subject:- **FOUR-DAYS WORKSHOP ON "INTER PERSONAL SKILLS & SELF DEVELOPMENT " SCHEDULED TO BE HELD FROM 9TH TO 12TH FEBRUARY, 2015:**

A copy of D.O No.5/4/2014-C/MSW/Lhr dated 12-01-2015 received from the Establishment Division, MSW, Islamabad regarding 4 days workshop on " Inter Personal Skills & Self Development " for officers in BPS-18 & above or equivalent to be held from 9th to 12th February, 2015 at the Conference Room of Institute of Administrative Sciences, University of the Punjab, Lahore from 9:00 a.m to 1:30 p.m.

2. The interested officers in BPS-18 & above or equivalent of this Ministry are requested to please sent their nominations duly recommended/approved by their Senior Officers to this Section latest by **21-01-2015** for onwards submission to the Establishment Division, Islamabad.Those would be preferably appreciated who could act as Master Trainers/Resource Persons on the above mentioned subject.The detailed schedule & the nomination form of the subject workshop program are enclosed herewith.

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.



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



No. 5/54/2014-C/MSW/Lhr
Government of Pakistan
Establishment Division
Management Services Wing

Director General
Phone: 051-9211537
Fax: 042-99205257

Islamabad, the 12th January, 2015

Subject:- **WORKSHOP ON INTER PERSONAL SKILLS & SELF 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, Lahore is organizing a four day Workshop on "Inter Personal Skills & Self Development" from 9th to 12th February 2015 for the Officers from Federal and Provincial Governments/ Organizations 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) helping in reducing stress & conflict at workplace.
- (e) managing Emotional Intelligence at workplace.

2. Detailed program of the workshop is placed at 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.

3. The Workshop shall (Inshallah) be held at the **Conference Room of Institute of Administrative Sciences, University of the Punjab, Lahore from 09:00 AM to 01:30 PM daily.**
4. The Workshop fee is Rs.5000/- (Rupees five thousand only) per participant which is payable through cross cheque, bank draft or pay order drawn in favour of Drawing & disbursing Officer (DDO) of Management Services Wing, Establishment Division, Lahore. **However, nominees of the Organizations being paid from the Federal Consolidated Fund are exempted from the payment of the Workshop Fee.**
5. Nominations on the prescribed form (Annex-II) may be forwarded to **Director, Management Services Wing, 69-B, Jail Road, Lahore latest by 2nd February, 2015** (Tel No.042-99205254, 99205255, Fax 042-99205257). The form should be completed in all respects.
6. **Since the number of seats is limited, nominees may please be directed to report for this Workshop only after confirmation of their nominations from office of the Director, Management Services Wing, Lahore.**

With regards,

Yours sincerely,



(Muhammad Shahid Siddiqui)

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



Workshop on

INTER PERSONAL SKILLS & SELF DEVELOPMENT

(9-12 February, 2015)

Organized by
**ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
LAHORE**

PROGRAM (INSHAH ALLAH)

Day-1 (February 9, 2015)	
I. Inaugural Session	
09:00 – 09:05	Tilawat aur Tarjuma
09:05 – 09:15	Introductory remarks by the Director General, MS Wing, Islamabad
09:15 – 09:25	Address by the Chief Guest
09:25 – 10:00	Group Photograph & Refreshments

Time	Topic	Speaker
10:00 – 11:30	An Overview of Self Awareness	Mr. Javed Iqbal – Faculty Member NIM, Islamabad
11:30 – 11:45	Tea Break	
11:45 – 13:15	Developing Self Esteem	Dr. Muhammad Asir Ajmal, Clinical Psychologist

Day-2 (February 10, 2015)		
09:00 – 10:30	The Role of Intuitive Learning in Personality Development	Mr. Nisar-ul-Haq Asadi, Personal Brand Strategist
10:30 – 10:45	Tea Break	
10:45 – 12:15	Positive Workplace Behavior (Meditation Exercise)	Dr. Muhammad Asir Ajmal, Clinical Psychologist
12:15 – 13:30	The Bragging Exercise/ Useful People in a Team	Mr. Adeel Ghffar, International Consultant/ Trainer

Day-3 (February 11, 2015)		
09:00 – 10:30	Emotional Intelligence	Mr. Muhammad Abdullah, Ex-Chief Secretary/ Chairman, KPK Public Service Commission
10:30 – 10:45	Tea Break	
10:45 – 12:00	Managing Emotional Intelligence at Workplace	Mr. Muhammad Abdullah, Ex-Chief Secretary/ Chairman, KPK Public Service Commission
12:00 – 12:15	Tea Break	
12:15 – 13:30	Stress Management	Mr. Rafiq Jaffer, Director, Institute of Social Sciences



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

PHOTOGRAPH

NOMINATION FORM

"Inter Personal Skills & Self Development"
(9-12 February, 2015)

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: