

MOST IMMEDIATE

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



Islamabad, the 26th December, 2014

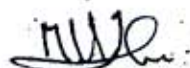
CIRCULAR

Subject:- **3-DAYS WORKSHOP ON "STRATEGIC INTENT OF HUMAN RESOURCE MANAGEMENT" SCHEDULED TO BE HELD FROM 27TH TO 29TH JANUARY, 2015 AT KARACHI:**

A copy of D.O No.2/3/2014-MSW(Trg)K dated 15-12-2014 received from the Establishment Division, MSW, Islamabad regarding 3 days workshop on "Strategic Intent of Human Resource Management " for officers in BPS-18 & above or equivalent to be held from 27th to 29th January, 2015 in collaboration with Karachi Port Trust (KPT) at the Conference Hall of the Karachi Port Trust Building (Head Office Building, Eduljee Dinshaw Road, Karachi) from 9:00 a.m to 4:00 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 30-12-2014 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)



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

No.2/3/2014-MSW (Trg) K
Government of Pakistan
Establishment Division
Management Services Wing

Islamabad, the 15th December, 2014

Subject:- **WORKSHOP ON "STRATEGIC INTENT OF HUMAN RESOURCE MANAGEMENT"**

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 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 is organizing a three day Workshop on "**Strategic intent of Human Resource Management**" under its "**Managerial Effectiveness Program**" from 27th to 29th January, 2015 at Karachi in collaboration with Karachi Port Trust (KPT) 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. The main objective of this workshop is to help the participants to understand what kind of Human Resources Management Strategies shall be desirable in order to keep the organization development as well as efficiency & effectiveness of the Service Delivery Systems at a reasonably acceptable level. A noteworthy aspect of this workshop is that it includes deliberation on some new concepts (Wabi Sabi, Psychological Blind Spots etc.) as well as a module on modifying behavior of employees in the public sector organizations (overcoming the myths that keep Government organizations from radically improving) and use of **Emotional Intelligence** in the organization effectiveness.

3. Detailed program of the workshop is annexed. 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 (Inshallah) be held at the **Conference Hall of the Karachi Port Trust building (Head Office Building, Eduljee Dinshaw Road, Karachi)** from **9.00 AM to 04:00 PM daily**.
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 & 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 9th January, 2015 (Tel No. 021-99202154, Fax 021-99202155, Email director.msw.karachi@gmail.com).
7. **Since the numbers of seats are extremely 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)

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



Workshop on

**STRATEGIC INTENT
OF
HUMAN RESOURCE MANAGEMENT**

(27-29 January, 2015)

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

***In Collaboration with
Karachi Port Trust***

PROGRAM (INSHA ALLAH)

Day-1 (January 27, 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

Module-I : Strategic Intent of Human Resource Management		
II. Regular Program	Topic	Speaker
10:00 – 11:30	Strategic Approach to Human Resource Management – Introduction	Mr. Zafar Aziz Osmani, CEO, Accelerate (Pvt) Ltd. Karachi
11:30 – 11:45	Break	
11:45 – 13:15	Alignment of Structure of Human Resources with the Organization Strategies-Theoretical perspective	Mr. Muhammad Khurshid Khan, Ex-Director NIPA
13:15 – 14:15	Prayers & Lunch Break	
14:15 – 16:00	Knowledge and Culture Management	Mr. Sohail-ud-Din Alvi, International Consultant

Day-2 (January 28, 2015)		
09:00 – 10:15	Human Resource Management Model and its linkages with the Organization Objectives – SUPARCO in focus	Nominee of the SUPARCO
10:15 – 10:30	Refreshments	
Module-II : HRM Challenges and Modifying Behavior		
10:30 – 11:45	Strategic HR with Special Emphasis on Change Management	Mr. Anwer Goplañi Head of H. Resources, CDC Head Office, CDC House, 99-B, Block-B, SMCHS Main Shahr-e-Faisal, Karachi-74400
11:45-12:00	Break	
12:00 – 13:15	Financial and Management related Myths <ul style="list-style-type: none"> • Govt. Sector is not for profit • Customer – Orientation is lacking • The people who pay for their services are not those who use it • Customer satisfaction is a non-issue • Efficiency is not rewarded • What the Govt. functionaries do can't be described nor be measured, managed or improved • Saving one's skin is preferred over performing duties • Misuse of the discretionary powers to a certain extent is permissible 	Mr. Zia-ur-Rehman, HOD (HR & Finance), PAF

13:15- 14:00	Prayers & Lunch Break	
Module-III: Emotional Intelligence and Organizational Effectiveness		
14:00- 16:00	Role of Emotional Intelligence in Behavioral Modification/ Organizational Effectiveness	Dr. Bushra Khan, Assistant Professor, University of Karachi.

Day-3 (January 29, 2015)			
Module-IV: Decision Support System for Human Resource Management			
9:00 - 11:30	Job Content Analysis	Mr. Muhammad Naeem-ul-Haq, Ex-DG, MS Wing	
11:30-11:45	Refreshments		
11:45-12:30	Group Work		
12:30-13:30	<p>Topics</p> <p>I. <u>Concept of Wabi- sabi</u> Why perfectionism is a wrong goal</p> <p>II. <u>Attitudes</u></p> <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? <p>III. <u>Leadership lessons</u></p> <ul style="list-style-type: none"> • Find a good in others • Don't jump to conclusions <p>Format</p> <ul style="list-style-type: none"> • Discussions • Presentations • Conclusion & Way forward 	<ul style="list-style-type: none"> • Discussion Material, briefing & debriefing • Evaluation of the presentations & value addition by the Committee 	<p>Panel of Experts:</p> <ul style="list-style-type: none"> ➤ Mr. Muhammad Naeem ul Haq, Ex-DG, MS Wing; ➤ Mr. Muhammad Shahid Siddiqui, Director General, MS Wing ➤ Mr. Sohail-ud-Din Alvi
13:30-14:00	Break for Prayers		
Closing Ceremony			
14:00 to 14:05	Recitation from Holy Quran		
14:05 to 14:15	Course Report by the DG (Training)		
14:15 to 14:30	Views of the participants		
14:30 to 14:45	Certificate Distribution		
14:45 to 15:00	Address by the Chief Guest		
15:00 to 16:00	Lunch		
16:00	Cruise at the ship for all participants of the workshop sponsored by Karachi Port Trust		



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

PHOTOGRAPH

NOMINATION FORM

"Strategic Intent of Human Resource Management"
(27th to 29th January, 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

Signature and stamp of
Nominating Authority

Tele: _____

Fax: _____

FOR OFFICIAL USE ONLY

Reference no: _____

Received on: _____

Checked by: _____

Approved /Not Approved