

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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I.No.2-4/2018-19/EP.

Islamabad, the 27th November, 2018

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 21-01-2019 TO 25-01-2019.

Subject course is being conducted at STI Campus II-9, Islamabad from 21-01-2019 to 25-01-2019, on part time basis which shall be held daily from 0900 to 1115 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

Improving self-awareness, confidence building, teamwork and interpersonal communication skills.

• Major Contents:

<ul style="list-style-type: none"><li>• How to improve personal effectiveness, ethos and attitudinal change</li><li>• Managing self and SWOT analysis</li><li>• Emotional intelligence for successful leaders</li></ul>	<ul style="list-style-type: none"><li>• How to improve interpersonal communication skills</li><li>• Attitudinal change</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by 17-01-2019. Nominations be please reconfirm by 18-01-2019 at the given e-mail address mrs.madihakamal@gmail.com Late receipt of nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on 21<sup>st</sup> January, 2019 at 0845 hours. No registration shall be allowed after 0900 hours. No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

  
(MADINA AKHTAR)  
Director (EP)

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
(Training Section)

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No.4(1)Trg/Estb-IV/PDR/2018

Islamabad, the 13<sup>th</sup> December 2018

Nominations should reach this Section by 11-01-2019.

  
(Ayesha Sayed)  
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director (Com. Communications) is requested to enter/display the subject on the Planning Commission's website