

4(1)

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

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

Islamabad, the 30th January, 2019

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 11-03-2019 TO 15-03-2019.

Subject course is being conducted at STI Campus H-9, Islamabad from 11-03-2019 to 15-03-2019, on part time basis which shall be held daily from 0930 to 1145 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:

To cater emerging requirements of negotiation and communication skills for effective utilization of human resources. Clarity in language to avoid consequences affecting organizational purpose

Major Contents:

<ul style="list-style-type: none"> • Fundamentals of communication and negotiation skills • Improving organizational communication • Negotiation and problem solving techniques 	<ul style="list-style-type: none"> • The role of information technology for improving communication skills • Forms of Official Communication
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by 07-03-2019. Nominations may please be reconfirmed by 08-03-2019 at the given e-mail address direp@sti.gov.pk. 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 11th March, 2019 at 0900 hours. No registration shall be allowed after 0930 hours. Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

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.

Joint Secretary (W) Office
Diary No. 490
Date: 31-1-19

D.S (Establishment) Office
Diary No. 3228
Dated: 11/2/19

Estb-IV Section
Diary No. 1020
Dated: 2-2-19

JS(E)

Muhammed Bhatti
(E)

(MADINA AKHTAR)
Director (EP)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

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

Islamabad, the 4th February, 2019

The nomination should reach this Section latest by 01-03-2019.

(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

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