

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-1/2018-EP.

Islamabad, the 30th January, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 12-03-2018 TO 16-03-2018.**

Subject course is being conducted at STI Campus H-9, Islamabad from 12-03-2018 to 16-03-2018, on part time basis which shall be held daily from 0900 to 1130 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	<ul style="list-style-type: none">• Negotiation and problem solving techniques• 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 **09-03-2018**. **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 **12th March 2018 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.


(INAYAT SHAH)
Director (EP)
Tele: 9265184

To

- i) Joint Secretary (Admn), Ministries/ Divisions
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) AD (IT), STI with request to place the circular on website.