

**Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)**

Islamabad, the 4th January, 2024

F.No. 3-1/2022-23 EP.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 12-02-2024 TO 16-02-2024

Subject course is being conducted at STI Campus H-9, Islamabad from 12-02-2024 to 16-02-2024, on part time basis which shall be held daily from 9:00 to 11:00 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:

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| <ul style="list-style-type: none"> • How to improve personal effectiveness, ethos and attitudinal change • Managing self and SWOT analysis • Emotional intelligence for successful leaders | <ul style="list-style-type: none"> • How to improve interpersonal communication skills • Attitudinal change |
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (Not more than two) by 09-02-2024. Nominations may please be reconfirmed by 09-02-2024 at the given e-mail address ddp2@sti.gov.pk. Late receipt of nominations will not be entertained. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on 12th February, 2024 at 0900 hours. No registration shall be allowed after 0920 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 highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

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.

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