

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

Islamabad, the 28th January, 2025.

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "WORKPLACE STRESS MANAGEMENT"**

FROM 10-02-2025 TO 14-02-2025.

Subject course is being conducted at STI Campus H-9, Islamabad from 10-02-2025 to 14-02-2025, on part time basis which shall be held daily from 9:00 to 11:30 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:

A future-ready professional can adapt to change and excel in a hyper-technologically advancing VUCA (volatility, uncertainty, complexity, and ambiguity) work environment or an uncertain, rapidly changing future. They also have the skills and the mindset to help them thrive in a change-driven, innovative organisations culture.

This short course on Workplace Stress Management aims to enhance the professional capacity of existing Government professionals, senior and emerging leaders equipping them with a growth mindset and glimpse of future-ready human skills.

Major Contents / Outline:

Day-1: Foundations of Workplace Behavior Readiness	<ul style="list-style-type: none"> • Understanding Workplace behaviour Readiness • Workplace Culture Needs • How Emotionally Intelligent are you
Day-2: Foundations of WBR	<ul style="list-style-type: none"> • Adaptability Quotient • Growth Mindset vs Fixed Mindset • Values Alignment (Personal & Organizational)
Day-3: Advanced Behavioral/Readiness And Practical Tools	<ul style="list-style-type: none"> • Adaptive Leadership • Communicate to Collaborate • Stakeholder Management
Day-4: Advanced Behavioral Readiness and Practical Tools	<ul style="list-style-type: none"> • Professionalism 2.0 • Design your Personal Ethics Manifesto • DE&I in the workplace
Day-5: Advanced Behavioral Readiness and Practical Tools	<ul style="list-style-type: none"> • Workplace Stress Management • Action Plan Review

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **07-02-2025**. Nominations may please be reconfirmed by **07-02-2025** 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 **10th February, 2025 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.

(AFTAB AKRAM CHOHAN)

Deputy Director (EP)

Cell No. 03335143377

- 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.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : www.sti.gov.pk

To