

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F. No.3-6/2024-25-EP

Islamabad, the 14th April, 2025.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 12-05-2025 TO 16-05-2025.

Subject course is being conducted at STI Campus H-9, Islamabad from 12-05-2025 to 16-05-2025, 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:

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.• Forms of Official Communications	<ul style="list-style-type: none">• Negotiation and problem solving techniques.• The role of information technology for improving communication skills.
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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 **08-05-2025**. Nominations may please be reconfirmed by **09-05-2025** at the given e-mail address **ddep2@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 May, 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 CHOCHAN)

Deputy Director (EP)

Cell No. 03335143377

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.

Address: Plot No.7, Sector H-9, Islamabad. Tell No. 051-9265193 and Fax: 051-9265189 Web : www.sti.gov.pk