

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

\*\*\*

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

Islamabad, the 24<sup>th</sup> December, 2024.

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 17-02-2025 TO 21-02-2025.**

Subject course is being conducted at STI Campus H-9, Islamabad from 17-02-2025 to 21-02-2025, 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:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• How to improve personal effectiveness, ethos and attitudinal change</li><li>• Managing self and SWOT analysis</li><li>• Emotional intelligence for successful leaders</li></ul> | <ul style="list-style-type: none"><li>• How to improve interpersonal communication skills</li><li>• Attitudinal change</li></ul> |
|---|--|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **13-02-2025**. Nominations may please be reconfirmed by **14-02-2025** 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 **17<sup>th</sup> 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 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. Fax: 051-9265189 Web : [www.sti.gov.pk](http://www.sti.gov.pk)