

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-2/2023-SD-II

Dated 7th September, 2023

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS"
FROM 16th to 20th October, 2023.**

STI is organizing subject course from 16-10-2023 to 20-10-2023. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for BPS 11-16.

Course objectives:

To enhance communication skills of participants and to build professional excellence in this filed.

Course Contents/Outlines:

i)	Correspondence with Members of the Public	ii)	Correspondence with Foreign Government
iii)	Noting & Drafting on files	iv)	Preparation of Drafts/Specimen of Forms of Communications
v)	Check on Delays	vi)	General: - Inspections - Meetings

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by **06-10-2023**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its *Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number* mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **16th October, 2023 at 0900 hours.** **No registration shall be allowed after 0930 hours.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. **Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.**

Handwritten signature and date: 07/09/2023

Handwritten signature and initials: o/c
(Muhammad Haroon Rashid)
Deputy Director (SD-II)
Tele: 051-9265193

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/ Rawalpindi.
(ii) Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.
- iii DD (IT) for uploading on STI website.