

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

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

Dated 13th December, 2023

M E M O R A N D U M

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS"**

STI is organizing subject course from **26-12-2023 to 29-12-2023**. 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 **20-12-2023**. **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 **26th December, 2023 at 0900 hours**. **No registration shall be allowed after 0915 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**.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
Tele: 051-9265193

To

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