

**MEMORANDUM**

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS"  
FROM 29-07-2024 to 02-08-2024.**

STI is organizing subject course from **29-07-2024 to 02-08-2024**. The training sessions will be held from **09:00a.m. to 11:00 a.m.** 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 **19-07-2024**. **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 **29<sup>th</sup> July, 2024 at 09:00 a.m. No registration hall be allowed after 09:15 a.m.** 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.**

Participants must attend all modules in order to become eligible for the Certificate.



(NAUSHEEN KALEEM)  
Deputy Director (SD-II)

- (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.